



Privacy Policy Statement

1. GENERAL INFORMATION

Designation of the data controller:

Regional Youth Cooperation Office (RYCO)

The Regional Youth Cooperation Office (RYCO) is an intergovernmental organization that stewards and promotes regional, cross-border, and intercultural cooperation within and among its six Western Balkan Contracting Parties (WB6) – Albania, Bosnia and Herzegovina, Kosovo*1, Montenegro, North Macedonia, and Serbia. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organizational hub.

Address:

Rruga Skenderbeu 8/2/2, Tirana 1001

E-mail address:

office@rycowb.org

Email of the person in charge of data protection:

culturalfund@rycowb.org

2. DATA PROCESSING ADMINISTRATOR

The OGMS platform <https://rycogms.org/applicant/> is owned by RYCO

2.2 COLLECTION OF PERSONAL DATA

Personal data is any detail or information that relates to an identified person that can be identified directly or indirectly (such as name and last name, address, phone number, e-mail address, account data etc.). Personal data processing takes place in compliance with the **EU General Data Protection Regulation (GDPR)**.

This privacy policy relates to your data that we collect, the manner in which we use and publish the data as well as the options you have at your disposal to control such data.

We collect personal data for the purpose of presenting project proposals **Designed for: Young cultural practitioners and youth-oriented CSOs in the field of culture under the framework of Western Balkans Youth Cultural Fund**. We collect personal data in order to facilitate, maintain and improve the application process. Personal data are available only to persons who need access to such data in order to perform their duties. These persons are obliged to keep trade secrets confidential, including also the secrecy of personal data.

You have the right of access to personal data, rectification or erasure of inaccurate data as well as the right to restriction of data or the right to object to data processing for legal reasons and the right to data portability at any moment. In order to exercise such rights, update your personal data or obtain information about the processing of your personal data, we kindly ask you to contact us by e-mail.

RYCO gathers the following data according to the list of supportive documents published on web page: [supportive document](#)

Lot 1: General data: Name and last name, Proof of legal residence, passport or ID. Short Curriculum vitae (1 PDF), e-mail address, business phone number.

Lot 2: A copy of valid legal entity's registration form (in PDF/JPG format) (applicable for the Lead Applicant) confirming that the organization is a legal and non-profit-making entity established in one of the WB6.

Copy of the statute and Act of Establishment (for Organizations) or other document confirming the mandate of the organization.

Copy of the balance sheet and income statement of last year, certified by a chartered accountant or authorized person/institution, or equivalent. Certificate from relevant tax authority that the legal entity (Lead Applicant) has paid all due taxes in accordance with the local legislation. This certificate should be issued in Feb 2024 or later. Artistic portfolio - sample of current work (1 PDF for the entire group)

One relevant link relevant to your CSO cultural/artistic work.

3. USE OF PERSONAL DATA

We use your data as follows:

- 1) We use your personal data to facilitate, maintain and improve the application process.
- 2) We can analyze your personal data in order to better understand our user database. We can also

invite you to participate in surveys by e-mail.

- 3) We use your personal data in our possession in order to respond to all your inquiries regarding the Applicant portal or the topic that it is dedicated to.

4. SHARING OF PERSONAL DATA FOR APPLICATION PROCESS

We do not sell personal data of the Applicant Portal users in any case.

We share user information only in case of a legal obligation and we do so by applying the relevant protection measures: In those cases, where it is provided for by law or in cases when it is necessary for the purpose of preventing, detecting or prosecuting crimes and fraud, we will share your personal data with the competent authorities. If the authorities request this by presenting a court order or another legitimate request, we are obliged to disclose your data

5. SECURITY

No network service is fully secure. However, we invest maximum efforts to protect your data from unauthorized access, use, change or destruction and we are taking all the necessary measures for this purpose. We also use the relevant data protection systems and procedures for this purpose.

6. YOUR RIGHTS

You can submit a request at any moment in order to exercise your rights related to data that were gathered during the use of the RYCO Applicant Portal.

The administrator will enable you to exercise your rights within 30 days or will inform you if there are justified reasons for an extension of this deadline. In order to exercise your rights, the administrator must confirm your identity as the holder of personal data. If we are unable to do so, we will have to reject your request in order to protect the data from unauthorized access and abuse.

If you would like to obtain more information about which categories of data are processed and for what purpose or if you would like to rectify your data, you can contact us by e-mail at culturalfund@rycowb.org

The right to erasure of data (the right to be forgotten) – The request for erasure of data is submitted by e-mail at grants@rycowb.org. Once we receive the request for erasing data, we will confirm the receipt and initiate the data erasure procedure. Your data is kept during the shortest possible time, depending on the purpose for which it was collected.

Personal data that you entered during the registration and use of the website is deleted within 72 hours following the receipt of a request for erasing it. **The data that was collected by means of an automated procedure during the access and use is kept for 2 years**, but we cannot connect it with you and your personal data. The purpose of keeping such data is the protection of security and integrity of the website and statistical analysis. If the deadline for the erasure is

extended due to technical or other justified reasons, we will inform you about this in writing.

7. PUBLICATION OF CHANGES

Any change in privacy policy will be published on our website.

By using the OGMS platform an individual confirms that he/she accepts and fully agrees with the whole content of the privacy policy.

This privacy policy was published on March 11th 2024.