

## Privacy Notice of the European Scout Foundation

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## 1. What is this Privacy Notice about?

The **European Scout Foundation** (also «we», «us») collects and processes personal data that concern you but also other individuals («**third parties**»). We use the word «**data**» here interchangeably with «**personal data**».

In this Privacy Notice, we describe what we do with your data when you use our website <https://europeanscoutfoundation.com> («website»), interact with us in relation to a donation or a contract, communicate with us or otherwise deal with us. When appropriate we will provide a just-in-time notice to cover any additional processing activities not mentioned in this Privacy Notice.

If you disclose data to us or share data with us about other individuals, we assume that you are authorized to do so and that the relevant data is accurate. When you share data about others with us, you confirm that. Please make sure that these individuals have been informed about this Privacy Notice.

This Privacy Notice is aligned with the EU General Data Protection Regulation («**GDPR**»), the Swiss Data Protection Act («**DPA**»). However, the application of these laws depends on each individual case.

## 2. Who is the controller for processing your data?

The *controller* of data processing as described under this Privacy Notice is the European Scout Foundation (Rue Henri-Christiné 5, 1205 Genève, Switzerland), unless we tell you otherwise in an individual case.

You may contact us for data protection concerns and to exercise your rights under Section 10. as follows:

European Scout Foundation  
P.O. Box 327  
1211 Geneva 4  
Switzerland

[europfoundation@scout.org](mailto:europfoundation@scout.org)

## 3. What data do we process?

We process various categories of data about you. The main categories of data are the following:

**Technical data:** When you use our website, we may collect the following personal data:

- Information you provide: Contact details (name, email, etc.) when you sign up, log in, or contact us.
- Automatically collected information:
  - Session cookies: Used to track whether you are logged in to our site.
  - Google Analytics 4 (GA4): Tracking user interactions with our site, including pages viewed, duration of the visit, and user behavior. This is anonymized unless otherwise stated.
  - IP address and device information: Collected by GA4 for general tracking and site improvement purposes.

**Registration data:** Certain offerings and services (such as newsletters etc.) can only be used with a user account or registration, which can happen directly with us or through our third-party login service providers. In this regard you must provide us with certain data, and we collect data about the use of the offering or service

**Communication data:** When you are in contact with us via the contact form, by e-mail, telephone or by letter or other means of communication, we collect the data exchanged between you and us, including your contact details and the metadata of the communication. If we have to determine your identity, we collect data to identify you (for example a copy of an ID document).

**Contract data:** This means data that is collected in relation to the conclusion or performance of a contract, for example information about the contracts and the services provided or to be provided, as well as data from the period leading up to the conclusion of a contract, information required or used for performing a contract, and information about feedback. This includes financial data.

We generally collect this data from you, from contractual partners and from third parties involved in the performance of the contract, but also from third-party sources and from public sources.

**Master data:** With master data we mean the basic data that we need, in addition to contract data, for the performance of our contractual and other relationships, such as name and contact details, and information about, for example, your role and function, your bank details, your date of birth, powers of attorney, signature authorizations and declarations of consent. We process your master data for example if you are a Friend of Scouting in Europe (FOSE) or you are a contact person of a supported Scout Group. We receive master data from you (for example when you become a Friend of Scouting or register on Fluxx for financial support), from parties you work or volunteer for, or from third parties such as contractual partners, and from public sources such as public registers or the internet (websites etc.).

**Other data:** We also collect data from you in other situations. For example, data that may relate to you (such as files, evidence, etc.) is processed in relation to administrative or judicial proceedings. We may obtain or create photos, videos and sound recordings in which you may be identifiable (for example at events etc.). We may also collect data who participates in events.

Much of the data set out in this Section 3 is provided to us by you (through forms, when you communicate with us, in relation to contracts, when you use the website, etc.). If you wish to enter into contracts with us or use our services (for example newsletter or FOSE Tours), you must also provide us with certain data, in particular master data and contract data as part of your contractual obligation under the relevant contract. When using our website, the processing of technical data cannot be avoided.

As far as it is not unlawful, we also collect data from public sources or receive data from public authorities and from other third parties

The categories of personal data that we **receive about you from third parties** include, in particular, information from public registers, information that we receive in relation to administrative and legal proceedings, information in relation to your professional functions and activities (so that we can, for example, conclude and process transactions with your employer with your assistance), information about you in correspondence and meetings with third parties, credit information (where we conduct business with you in a personal capacity), information about you that persons related to you (family members, advisors, legal representatives, etc.) share with us so that we can conclude or perform contracts with you or involving you (for example references, your delivery address, powers of attorney, information about compliance with legal requirements such as those relating to fraud prevention and the combating of money laundering and terrorist financing, export restrictions, information from banks, insurance companies, sales and other contractual partners of us about your use or provision of services (for example payments, purchases, etc.), information from the media and the internet about the use or provision of services by you (for example payments made, purchases made, etc.), information from the media and the internet about you (where appropriate in a specific case, **for example in the context of an application, marketing/sales, press review, etc.**), your address and potentially interests and other socio-demographic data (especially for marketing and research purposes) and data in relation to the use of third-party websites and online offerings where such use can be linked to you.

#### **4. For what purposes do we process your data?**

We primarily use collected data in order to conclude and process contracts with recipients (especially contact person of supported Scout Groups) and donors (especially Friends of Scouting in Europe, FOSE), in particular in connection with our mission to provide financial support for the development of Scouting in Europe as well as in order to comply with our domestic and foreign legal obligations. We also process your data for the purposes explained below. These purposes and their objectives represent interests of us and potentially of third parties. You can find further information on the legal basis of our processing in Section 5..

We process your data for purposes related to **communication** with you, in particular in relation to responding to **inquiries** and the **exercise of your rights** (Section 10.) and to enable us to **contact** you in case of queries. For this purpose, we use in particular communication data and master data.

We process data for the conclusion, administration and performance of **contractual relationships**.

We process data for **relationship management**, for example to send information to our Friends of Scouting in Europe (FOSE), interested parties and other contractual partners. This may happen in the form of newsletters and other regular contacts (electronically, by e-mail or by telephone), through other channels for which we have contact information from you. You can object to such contacts at any time (see at the end of this Section 4.) or refuse or withdraw consent to be contacted.

We process data to **maintain your user session and recognize if you are logged in** (via session cookies) and **to analyze website traffic and improve user experience** using Google Analytics 4. All data is anonymized where possible.

We process personal data to **comply with laws, directives and recommendations from authorities and internal regulations** («Compliance»).

We may process your data for **further purposes**, for example as part of our internal processes and administration.

These further purposes include, for example, training and educational purposes, administrative purposes (such as managing master data, accounting and data archiving, and testing, managing and continuously improving IT infrastructure), protecting our rights (for example to enforce claims in or out of court, and before authorities in Switzerland and abroad, or to defend ourselves against claims, for example by preserving evidence, conducting legal assessments and participating in court or administrative proceedings) and evaluating and improving internal processes. **We may use recordings of (video) conferences for quality assurance purposes and trainings.** These further purposes also include safeguarding other legitimate interests that cannot be named exhaustively.

## 5. On what basis do we process your data?

Where we ask for your consent for certain processing activities. You may withdraw your consent at any time with effect for the future by sending an e-mail to us; see our contact details in Section 2.. Where you have a user account, you may also withdraw consent or contact us also through the relevant website or other service, as applicable. Once we have received notification of withdrawal of consent, we will no longer process your information for the purpose(s) you consented to, unless we have another legal basis to do so. Withdrawal of consent does not, however, affect the lawfulness of the processing based on the consent prior to withdrawal.

Where we do not ask for consent for processing, the processing of your personal data relies on the requirement of the processing for **initiating or performing a contract** with you (or the entity you represent) or on our or a third-party **legitimate interest** in the particular processing, in particular in pursuing the purposes and objectives set out in Section 4. and in implementing related measures. Our legitimate interests also include compliance with **legal regulations**, insofar as this is not already recognized as a legal basis by applicable data protection law (for example in the case of the GDPR, the laws in the EEA and in the case of the DPA, Swiss law).

## 6. With whom do we share your data?

In relation to our contracts, the website, our services and products, our legal obligations or otherwise with protecting our legitimate interests and the other purposes set out in Section 4., we may disclose your personal data to third parties, in particular to the following categories of recipients:

- **Service providers:** We work with service providers in Switzerland and abroad who process your data on our behalf or as joint controllers with us or who receive data about you from us as separate controllers.
- **Authorities:** We may disclose personal data to agencies, courts and other authorities in Switzerland and abroad if we are legally obliged or entitled to make such disclosures or if it appears necessary to protect our interests.
- **Other persons:** This means other cases where interactions with third parties follows from the purposes set out in Section 4..

All these categories of recipients may involve third parties, so that your data may also be disclosed to them. We can restrict the processing by certain third parties (for example IT providers), but not by others (for example authorities, banks, etc.).

## 7. Is your personal data disclosed abroad?

As explained in section 6., we disclose data to other parties. These are not all located in Switzerland. Your data may therefore be processed both in Europe and in exceptional cases, in any country in the world.

If a recipient is located in a country without adequate statutory data protection, we require the recipient to undertake to comply with data protection (for this purpose, we use the revised European Commission's standard contractual clauses, which can be accessed here: [https://eur-lex.europa.eu/eli/dec\\_impl/2021/914/oj?](https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj?)), unless the recipient is subject to a legally accepted set of rules to ensure data protection and unless we cannot rely on an exception. An exception may apply for example in case of legal proceedings abroad, but also in cases of overriding public interest or if the performance of a contract requires disclosure, if you have consented or if data has been made available generally by you and you have not objected against the processing.

Please note that data exchanged via the internet is often routed through third countries. Your data may therefore be sent abroad even if the sender and recipient are in the same country.

## 8. How long do we process your data?

We process your data for as long as our processing purposes, the legal retention periods and our legitimate interests in documentation and keeping evidence require it or storage is a technical requirement. If there are no contrary legal or contractual obligations, we will delete or anonymize your data once the storage or processing period has expired as part of our usual processes.

## 9. How do we protect your data?

We take appropriate security measures in order to maintain the required security of your personal data and ensure its confidentiality, integrity and availability, and to protect it against unauthorized or unlawful processing, and to mitigate the risk of loss, accidental alteration, unauthorized disclosure or access.

Technical and organizational security measures may include encryption and pseudonymization of data, logging, access restrictions, keeping backup copies, giving instructions to our employees, entering confidentiality agreements, and monitoring. We protect your data that is sent through our website in transit by appropriate encryption. However, we can only secure areas in our control. We also require our data processors to take appropriate security measures. However, security risks can never be excluded completely; residual risks are unavoidable.

## 10. What are your rights?

**Applicable data protection laws grant you the right to object to the processing of your data in some circumstances, in particular for direct marketing purposes, for profiling carried out for direct marketing purposes and for other legitimate interests in processing.**

To help you control the processing of your personal data, you have the following rights in relation to our data processing, depending on the applicable data protection law:

- The right to request information from us as to whether and what data we process from you;
- The right to have us correct data if it is inaccurate;
- The right to request erasure of data;
- The right to request that we provide certain personal data in a commonly used electronic format or transfer it to another controller;
- The right to withdraw consent, where our processing is based on your consent;
- The right to receive, upon request, further information that is helpful for the exercise of these rights;

**If you wish to exercise the above-mentioned rights in relation to us**, please contact us by e-mail or in writing; you will find our contact details in Section 2.. In order for us to be able to prevent misuse, we need to identify you (for example by means of a copy of your ID card, unless identification is not possible otherwise).

Please note that conditions, exceptions or restrictions apply to these rights under applicable data protection law (for example to protect third parties or trade secrets). We will inform you accordingly where applicable.

If you do not agree with the way we handle your rights or with our data protection practices, please let us know. If you are located in the EEA, the United Kingdom or in Switzerland, you also have the right to lodge a complaint with the competent data protection supervisory authority in your country.

## 11. Do we use cookies and tracking technologies?

We use cookies to improve your browsing experience and for essential website functions. Cookies are small files stored on your device that help us recognize returning users, save user preferences, and analyze web traffic.

### Types of Cookies We Use:

- Session Cookies: These cookies are temporary and deleted when you close your browser. We use them to ensure you remain logged in while navigating our site.
- Google Analytics 4 Cookies: These track visitor behavior on the website and help us understand how users interact with our website. This data is anonymized, and Google does not associate it with any identifiable individual.

**How You Can Control Cookies:** You have the option to disable cookies through the cookie management tool on the website or through your browser settings, but please note that disabling session cookies may prevent you from logging in and using parts of our website.

**Sharing Your Data:** We will not sell, rent, or lease your personal data to third parties. We may share data with trusted third-party service providers, including: Google Analytics 4 (GA4) to monitor and analyze web traffic.

All third parties are GDPR compliant and process data on our behalf under strict data protection agreements.

**Data Retention:** We will retain your personal data only as long as necessary to fulfill the purposes outlined in this privacy policy. For logged-in sessions, your session data will be deleted when the session expires. Data collected via **Google Analytics** is retained for 1 year, as per our Google Analytics settings.

## 12. What data do we process on our social network pages?

We may operate pages and other online presences («fan pages», «channels», «profiles», etc.) on social networks and other platforms operated by third parties and collect the data about you described in Section and below. We receive this data from you and from the platforms when you interact with us through our online presence (for example when you



communicate with us, comment on our content or visit our online presence). At the same time, the platforms analyze your use of our online presences and combine this data with other data they have about you (for example about your behavior and preferences). They also process this data for their own purposes, in particular for marketing and market research purposes (for example to personalize advertising) and to manage their platforms (for example what content they show you) and, to that end, they act as separate controllers.

We process this data for the purposes set out in Section 4., in particular for communication. You will find information about the applicable legal basis in Section 5.. We may disseminate content published by you (for example comments on an announcement), for example as part of our advertising on the platform or elsewhere. We or the operators of the platforms may also delete or restrict content from or about you in accordance with their terms of use (for example inappropriate comments).

For further information on the processing of the platform operators, please refer to the privacy information of the relevant platforms. There you can also find out about the countries where they process your data, your rights of access and erasure of data and other data subjects rights and how you can exercise them or obtain further information.

### **13. Can we update this Privacy Notice?**

This Privacy Notice is not part of a contract with you. We can change this Privacy Notice at any time. The version published on this website is the current version.

Last updated: October 2024