

## UBC privacy policy & GDPR compliancy

Union of the Baltic Cities, hereafter named UBC (the Secretariat located at Wały Jagiellońskie 1, 80-853 Gdańsk, Poland) is the controller of the personal data collected:

- on the website [www.ubc.net](http://www.ubc.net),
- on our members and their representatives,
- through personal contacts such as business cards.

UBC is committed to respecting the privacy of our contacts and members. Our privacy policy can be found below.

UBC operates [www.ubc.net](http://www.ubc.net).

UBC also publishes a public newsletter (UBC Newsletter) and Baltic Cities Bulletin as part of the services provided. These newsletters are sent to our member cities and other contacts.

The personal information you provide to UBC will be used and stored as follows:

### I. Data collection and use

UBC collects personal information you provide to deliver the services requested based on UBC legitimate interest in keeping you updated about UBC activities and based on the City Council decision about the membership in the UBC. UBC strives to limit the amount of personal information collected.

The personal information collected could be used to contact you about the network or in response to a specific enquiry via email, telephone or postal mail.

For UBC members, we collect and keep your UBC Commissions' affiliations, allowing you to be notified about the UBC Commissions' meetings, reports, working documents, etc.

We do not collect any sensitive data (political opinion, religious beliefs, health, etc.).

### II. Cookies and log data

A cookie is a small snippet of text that a website asks your browser to store. Once you agree, the file is added. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. They can also identify whether you are signed in or not to our website, and allows you to save your login information on your computer and/or to remain logged between visits. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

When you access the website, it automatically records certain log data. The data we collect enables us to analyse web traffic and may include information such as your computer's Internet

Protocol (“IP”) address, browser version, pages of our service visited, the time and date of your visit, the time spent on those pages, and other statistics. This data helps us improve your online service experience.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. Beware this may prevent you from taking full advantage of our website services.

### **III. Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over those other websites. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the websites in question.

### **IV. Transfer of data**

We will not use, share, rent nor sell your information with anyone except as described in this privacy policy.

No data is used, stored or transferred outside Europe.

### **V. Service Providers**

We partner with third-party companies to provide specific services. We want to inform you that these third parties have access to some of your personal information to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

We may employ third-party companies and individuals due to the following reasons:

- To facilitate our service;
- To provide the service on our behalf;
- To assist us in analysing how our service is used.

These service providers include among others: Mailchimp, Issuu, KMG Advertising Agency (based in Turku, Finland). We endeavour to choose third-party companies that are also GDPR compliant.

### **VI. Controlling your personal information**

Your personal information can be edited and/or updated on our website upon request.

UBC members who want to change the information about the Mayors, UBC Contact Persons, Communications Experts or UBC Commissions Contact Persons should send an email to [info@ubc.net](mailto:info@ubc.net)

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us at the address [info@ubc.net](mailto:info@ubc.net). We will correct any information found to be incorrect as soon as possible.

If you want to be completely removed from our database or if you want a restriction of your data processing, please email us at the address [info@ubc.net](mailto:info@ubc.net). If you are a member of the network, be aware that asking to be removed from our database or limiting our access to your data will result in us being unable to convene you to meetings or other activities of the network.

If you are concerned that we have not complied with your legal rights or applicable privacy laws, you may contact the President of the General Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych) in Poland, where UBC is located.

Alternatively, if you are located outside of Poland, you may contact your local data protection authority.

## **VII. Period of storage**

UBC will store your information as long as you use our services or you are member of our network and until one year after your last use of our services or the termination of the membership.

## **VIII. Privacy of minors**

Our service does not address anyone under the age of 16. We do not knowingly collect personal identifiable information from children under 16. In the case we discover that a child under 16 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we can take the necessary action.

## **IX. Security**

We take precautions to protect your information both online and offline. Only employees who need the information to perform specific actions are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are protected and kept in a secure environment. All passwords are encrypted and stored in our database.

## **X. Update**

This policy is updated periodically. The latest version is available on this page and has been published on 26.06.2018. We advise you to review this page regularly for any changes.

## **XI. Contact**

If you have any questions about this policy, please email to [info@ubc.net](mailto:info@ubc.net) or write to: UBC Secretariat, Wały Jagiellońskie 1, 80-853 Gdańsk, Poland.