



## Privacy and Data Protection Notice

Prior to accessing an account to submit an online application under IHRA's grant programme, **please take the time to carefully read the following privacy and data protection notice.** An online account can only be opened once you consent to the collection and usage of your personal data as described in the data protection notice.

The notice explains what personal data is collected within the IHRA's grant programme and how and why we use this data. It also includes reference to the fact that your personal data is legally protected and lists your rights around personal data in IHRA's grant programme.

You have the right to withdraw consent that you have given previously to process your personal data at any time.

### What is personal data?

Personal data is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.

Personal data that we collect during the grant application process includes your first name, last name, title (if applicable), phone number, cell phone number and email-address. We also collect the names of board members and professionals holding major positions within the applying institution or organization. Furthermore, we collect the personal data from other individuals benefiting or participating in your project, provided that you have provided us with this information.

### Who are we?

The International Holocaust Remembrance Alliance is an intergovernmental body, uniting governments and experts to strengthen, advance and promote Holocaust education, research and remembrance and to uphold the commitments to the 2000 Stockholm Declaration. Today the IHRA's membership consists of 31 member countries. The delegates of these member countries are either government officials or experts from the field of Holocaust education, remembrance and research.

The IHRA is supported by its Permanent Office, located in Berlin. On behalf of the IHRA, the Permanent Office is coordinating the grant programme, including the collection, usage and storage of personal data necessary to process applications and grants.



## **How do we collect and use your personal data?**

Once you set-up an account in the online application system, we will collect personal data according to the responses that you give to the questions in the online application form.

We will store your data securely and we will use this data to identify the individuals responsible for the grant application within the applying institutions, as well as individuals responsible for communications and media in your institution and the director of the applying institution. We may use the data further to keep in contact with you throughout the processing of grant applications, and in cases of funding throughout the time of your grant.

If you provide us with personal data of individuals who are affiliated to the project, benefit and/or participate in some way in the project's work, we will treat their data in the same way as yours. You must inform these individuals and for any details and questions please refer them to our privacy and data protection notice.

## **Why are we using your data?**

We use your personal data in order to be able to contact you during the application process and send important updates. In order for the IHRA to be able to process applications and award grants, it is absolutely necessary to draw on personal data and identify the individuals responsible for the application and (if a grant is awarded) for the project that is being funded. If a grant is awarded at the end of this process, we use your personal data to manage and monitor the grant and to check whether the funds are being used according to the purpose as was described in the application. We may also use the personal data to evaluate and research the impact of our grants.

The IHRA, consisting of 31 member countries and funded by these, is accountable to these governments. In order to comply with the necessity to document, account for and archive financial and procedural activities of the IHRA, your personal data is kept in our grant records after the application process is completed, and in case of grants, also after the grant process is completed.

Furthermore, the auditors of the IHRA may have access to the personal data, only in those cases in which it turns out to be necessary for the audit of our grant transactions.

## **Where and how long will it be stored?**

Your personal data is stored on a server which is located in Germany. It will be stored for no longer than is necessary for the purposes described in this notice and legally required.

## **Who receives it?**

We share your personal data with those individuals and institutions that help us carry out the IHRA's funding activities. For example, the company that supports our IT software and system may have access to this data; also, members of the Grants Review Committee who review the applications will have access to this data. Once a grant is awarded, members of the Evaluation Board who will assess your final report may also have access to this personal data. Furthermore, the Chairmanship of this organization and the Permanent Office's staff members have access to this data in order to coordinate and monitor the grant process. Heads and Deputy Heads of



Delegations of 31 member countries have access to all application data for the purpose of decision on funding.

Additionally, if you reapply for a grant in one of the next cycles, previous reports of grants that have been awarded may be shared with the members of the Grants Review Committee who assess new applications.

In each case, IHRA only shares personal data needed to carry out the work. The use of the data is subject to safety measures in order to ensure that the personal data remains secure.

## Your rights around your personal data

Your personal data is protected by legal rights, including the following:

1. Right to information: The right to request information on how, why, when, why and by whom the personal data is processed.
2. Right to access your personal data: The right to request a copy of your personal data held by IHRA and a confirmation that this data is processed.
3. Right to correction of personal data: If the personal data is incorrect or incomplete, you may request the data to be corrected.
4. Right to deletion of data: This “right to be forgotten” offers the possibility to request that the data is being erased and prevent its further processing.
5. Right to constraint of the data processing: Each individual has the right to prohibit the use of its data.
6. Right to data portability: The right to ask for your personal data to be transferred to another organization.
7. Right to object: This right offers you the possibility to object to the use of your personal data and its processing.

You also have the right to withdraw consent that you have given previously to process your personal data.

## Contact details

If you have any questions and would like to make use of any of your personal data rights, please contact the IHRA Permanent Office at [info@holocaustremembrance.com](mailto:info@holocaustremembrance.com)