

The Logbook - Terms and conditions

The terms and conditions describe how we collect, use, save and protect personal data for The Logbook (thelogbook.eu). By using thelogbook.eu you agree to these terms and conditions. The owner of The Logbook is KEKS Stödförening (802449-3929), Linnégatan 21, 413 04 Gothenburg, Sweden.

KEKS is the super user of the system and responsible for technical support. KEKS can, in this capacity, access the whole system but only for the purpose of managing the system, i.e. to correct faults or technical errors.

Please read more about KEKS at: <http://www.keks.se/english/>

The terms and conditions apply from May 25th 2018 for current users and for new users from the day they accept them. The Logbook (thelogbook.eu) is referred to as “the system” in this document.

Purpose of The Logbook

The Logbook is a web-based system for documentation of youth work. Information shall only be gathered for the purpose of follow up and development of the youth work services that the organisation provides.

The aim of building an international platform for documentation of youth work is also that some depersonalized overall statistics can be used to map and compare how youth work is carried out in different countries. The overall statistics can be used as a foundation to share best practices, to learn from each other and further develop youth work in Europe. To be able to do this it is important that all users apply all the definitions in the user guide. By using thelogbook.eu you agree to use the definitions stated in the user guide.

The system is not designed or intended to collect sensitive information about young people. As with all work with young people, child protection and personal data protection legislation shall be clearly adhered to and carried out.

Organisational levels

- KEKS is owner and super user of the system and gives access to the system to host organisation.
- Host organisation add, administer and support user units.
- User units are units that provide youth work.
- Individual users are persons carrying out tasks for a user unit. (Also considered data subject)
- Data subjects (Volunteers and participants in youth work)

Type of organisation	Tasks and possibilities	Personal data saved in the system
Owner/Super user	<ol style="list-style-type: none"> 1 Give host organisation/users access to the system 2 Inform the Host organisation in case of Data breach 3 General data security for The Logbook (Microsoft Azure) 4 Automatically erase personal data connected to alias after 5 years of inactivity 	E-mail address Alias (Name) Gender, age and level of participation
Host organisation	<ol style="list-style-type: none"> 1 Inform User units in case of Data breach 2 Inform User units on updates in terms and conditions 3 Give User units access to the system 	E-mail address
User unit	<ol style="list-style-type: none"> 1 Give individual users access to the system 2 Keep the list of individual users that have access to the system updated 3 Inform participants and volunteers about GDPR if personal data is stored and collect consent 4 	
Individual user	<ol style="list-style-type: none"> 1 Register statistics and notes 2 Can create an alias 3 Inform participants and volunteers about GDPR if personal data is stored and collect consent 4 Inform Data subject in case of Data breach 5 Delete personal data if data subject asks 	E-mail address Alias (Name) Gender, age and level of participation
Data subject (participant/volunteer)	<ol style="list-style-type: none"> 1 Can create an alias and give consent after being informed 	Gender, age and level of participation

Personal data

By agreeing to these terms and conditions you as an individual user agree to that personal data is handled the way it is described in the present document.

Definition of personal data from GDPR - EU General Data Protection Regulation:

‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

GDPR – EU General Data Protection Regulation

Collecting and processing personal data of individuals is only legitimate when the data subject has given his or her consent after being adequately informed.

It is not allowed to register any personal data without the unambiguously consent given by the person, or guardian if the data subject is under aged, after him/her being adequately informed on how the information gathered is used.

It is not allowed to register sensitive information about any identifiable individual in this system.

”Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation shall be prohibited.”

Read more about the GDPR here: <https://www.eugdpr.org>

Collecting personal data

In The Logbook there are two ways in which personal data is collected in a structured way;

1. Each individual user of the system is registered with name and e-mail address when they create an account. Consent is given by accepting the terms and conditions when accessing the system the first time to register a user account.
2. The participants in youth work carried out by the organisation can be registered either anonymous – by number of boys/girl/non-binary or by creating an alias. **If the participant creates an alias from which their identity can be identifiable it is considered personal data.** The data collected connected to this alias is age, gender and this alias can then be connected to what activities this alias attend. The level of participation can also be registered if the participant is a part of organising and/or carries out activities within the organisation. The same goes for alias for volunteers.

The purpose of being able to identify individuals in the system is that the youth work providers can develop their operations through having access to statistics on how many unique individuals that participate in their services, who has been attending what activity and who is facilitating activities for others.

Consent is given by the person creating the alias and entering the personal data or if that person is under aged the consent is given by legal guardian after being properly informed about how and why this personal data is collected.

If you consent to register personal data in thelogbook.eu you also agree that this personal data is stored in Microsoft Azure cloud servers.

The information gathered in The Logbook is stored in Microsoft Azure cloud server and is regulated by Microsoft Online Services Terms (April, 2018).

<https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>

More information about the security of Microsoft Azure is found here:

<https://azure.microsoft.com/en-us/support/trust-center/security/>

Data subjects rights

Breach notification– If there is a data breach that is likely to “result in a risk for the right and freedoms of individuals” the data subjects will receive a notification from the local host organisation.

If a breach occurs, KEKS must inform the host organisations. The host organisation must then inform all their users units. The users must then inform all data subjects (individuals with registered personal data in the system). The host organisation is responsible for seeing to that it is done.

Right to access– The data subject have the right to obtain confirmation as to whether or not personal data concerning them are stored, where and for what purpose. This service will be handled by the host organisation or the user units.

Right to be forgotten– The data subject have the right to have its personal data erased from the system. This will be done first hand by the user organisation.

After 5 years when a participant alias or volunteer alias have not been active the data will be automatically anonymised. That means that the alias of a participant will be erased.

Access to information

User unit

The user unit have full access to the information that they put into the system. By inviting individual users to your user units you can specify what information each user can access.

If the user unit decide not to renew the account at the end of the year, users have two months to download the material from the system. After this the user unit will no longer have access to the information.

The role of the host organisation;

- Shall manage translations.
- Shall support the local users in how the system can be used.
- Shall disseminate information from KEKS regarding The Logbook to the user units.
- Can use the anonymous statistics on a wide level for research or follow up purpose only. In this case the information **could not** be connected to a specific youth work provider but for example gender balance in the city of Gothenburg.

General terms

If a user of the system is not following these terms and conditions, KEKS has the right to close that account without any refund being made. Random controls will be made.

Support is provided by each host organisation with specific terms for each organisation. The host organisations have in its turn an agreement with KEKS for hosting and for technical support.

The user unit is responsible for updating the users of the system. If a user is no longer working at the user unit the user account for that person should be closed.

One user unit can not invite a new organisation to the system. This is made by the host organisation.