

ORIENT8 Social Mentoring Programme

Privacy Notice



General Information

This notice (the “*privacy policy*”) is intended to inform you about our practices regarding the **collection, use and disclosure of your personal information** once you participate in the **ORIENT8 Social Mentoring Programme**.



Direct data collection

Our project coordinator will make an **interview** with you and ask you to complete a **survey** in order to learn your expectations from the programme as well as how to serve you best throughout the programme.

We will give you information about the programme and ask you a number of questions that are personal in nature.

During the interview we will ask your **explicit consent** to process your personal data. This will be done by a paper to be signed by you. Throughout the mentoring program you may choose to opt out anytime you wish.



Profiling

No automated decision making

We are developing an application called **Smart Matching Tool** that matches volunteers using **artificial intelligence** based on academically developed matching criteria.

Smart Matching Tool is a **decision support system**. It is not designed to make **automated decisions**. There is always a **human in the loop** (project coordinator) that makes the final decision.

We will use the information collected in that application. We won't share any kind of data with third parties.



No data sharing with third parties

Once we match a mentee with a mentor, first we will provide pairs **general information** about the matching (**anonymous information** for example *a middle-aged Maths teacher married with one kid or a single Afghan guy who wants to continue his university education, without personal details*). At this stage, you can accept the match or ask for another match. We will offer another match, depending on the availability of volunteers.

When duos accept matching, project coordinator will **introduce** mentee and mentor to each other. There you will be able to make acquaintance with your partner. Afterwards, **it is up to you what to share in terms of personal information. But as a minimum, you will need to exchange communication details** (phone number or email address or social media account etc).



What data do we collect?



name and surname



email address



phone number



birth year



neighbourhood



family situation



children (number, gender and ages)



gender



profession



education level



language competency



expectations and objectives



areas of study, areas of interest, areas of contribution, interests and hobbies



availability



movie preferences



music preferences



How do we process your data?



Smart Matching Tool is using **Amazon Web Services** infrastructure.



We use **Google Translate API** for **machine translation** of some of your data.



We use **Open Street Map Nominatim API** in Smart Matching Tool.



We **encrypt** your data both in the database (with **AES-256**) and on the way between terminal computers and the database (with **SSL** connection as banks do in online transactions). We use a different encryption key for each record.



We **pseudonymise** your data while using third party Google Translate in order to make it impossible for others to authenticate your identity.



We use various **authentication technologies** (such as **2-factor authentication** as your Google or Apple account does and **token id authentication**) in our systems in order to prevent unauthorized access and keep your data safe.



We take **periodic log records** to monitor all operations.



We will keep your data **4 or 6 months maximum**. Then, all records will be **erased** (unless you ask us to delete your data before). After your mentoring relationship ends, **we will dispose any hardcopy document** that have your personal information on it.



Why do we process your data?



We aim to improve the **social orientation** of newcomers, **promote exchanges** between newcomers and host society and improve transnational **cooperation** and **knowledge** among **practitioners**.

We want to contribute to the **research** in **social mentoring** domain.



On which legal base we process your data?



We ask your **consent** (with another paper ) to process your data.



Where do we keep your data?



Your data is physically stored inside Europe. (**AWS's Frankfurt region in Germany**)



What are your rights?



The right to be informed – You have the right to know who does what with your data and how (as explained in this privacy notice).



The right to access – You have the right to request us for copies of your personal data.



The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.



The right to erasure – You have the right to request that we erase your personal data, meaning that you opt out of the social mentoring program.



The right to restrict processing – You have the right to request that we restrict the processing of your personal data, meaning that you opt out of the social mentoring program.



The right to object to processing – You have the right to object to our processing of your personal data, meaning that you opt out of the social mentoring program.



The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.



Right to lodge a complaint to a supervisory authority - You have the right to complain to the national data protection authority if you believe that your data has been processed in a manner that does not comply with the law.



Right to withdraw consent - You have the right to withdraw the consent that you previously gave for the processing of your data.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us by using one of the following means:



Data Controller:

The organisation that collects your data is



Project Officer:.....



Data Protection Officer:.....



Supervisory Authority:



- "[DaPIS \(Data Protection Icon Set\)](#)" is used in this privacy notice. DAPIS is created by CIRSFID, Università di Bologna and Accademia di Belle Arti di Bologna.
- Other icons are provided from [Envato Elements](#).