

Data Protection Information and Informed Consent (Participants)

General information: YouthDecide 2040 is a European project funded by the European Union under the Horizon Europe Programme (Grant Agreement No. 101177438). The project aims to **imagine and build desirable futures for democracy in the European Union by 2040**, placing young people's experiences, values and expectations at the centre.

To this end, the project organises participatory activities—such as national workshops, online consultations and transnational gatherings—in which young people from different countries take part, together with other social and institutional actors.

The participatory workshops

These **workshops** are part of the project's **National Assemblies** and will **take place in March–April 2026**. The workshops aim to create a safe and participatory space where young people can:

- share experiences and viewpoints about democracy;
- collectively reflect on how they would like democracy to work in the future;
- contribute ideas and proposals that will feed later project phases, including Transnational Assembly with participants from different countries.

Participation is voluntary. No prior knowledge or specific experience is required.

Who organises the project and processes personal data

YouthDecide 2040 is coordinated by AIT Austrian Institute of Technology GmbH (AIT), based in Austria, and implemented by a consortium of organisations from different countries. Certain consortium partners may process personal data only when this is permissible under data protection law and strictly necessary for the implementation, analysis and reporting of the project. For the national workshops, Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V. (Fraunhofer) uses the LimeSurvey tool to run anonymous surveys on its own infrastructure in Germany (see the Tools section). WeDo Project Intelligence Made Easy, S.L. (WeDo), in Spain, acts as the operational contact point and supports the management of data collection and storage in Smartsheet (Europe). In addition, access to data is limited to what is strictly necessary and is managed by roles (least privilege). Details of the consortium entities that may access data and the relevant privacy contacts are provided in the Annex.

What data do we collect and why do we use them?

The data you provide during the registration process for this workshop is **stored in a Smartsheet Europe project repository, managed operationally by WeDo**. The personal data collected will be used for the following purposes:

1. Data for workshop organisation

Your name and surname, contact details and basic information **will be used exclusively to manage your participation**, including travel and accommodation arrangements (if applicable) and **communications related to the workshop and subsequent communications related to the Project**.

2. Contributions and opinions during the workshop

The ideas, reflections and opinions you share during the workshop will be used to:

- a) analyse young people's views on the future of European democracy;
- b) produce project reports;
- c) contribute to publications and dissemination materials.

Whenever possible, these data will be processed in aggregated and/or pseudonymised form so that you cannot be personally identified.

3. Images, audio and creative materials

During the workshop, we may collect:

- photographs and/or video recordings;
- audio recordings;
- creative materials produced in groups (texts, drawings, collages or similar).

These materials may be used to:

- a) document the project;
- b) communicate its activities and results via project websites, social media and other project channels.

Your person will never be publicly linked to these data unless you explicitly authorise it.

4. Responses to anonymous questions

During the workshop, we will be able to ask short questions by scanning QR codes to collect responses in real time. Responses will be collected using LimeSurvey, which is operated on Fraunhofer's own servers (Germany), and will be analyzed exclusively in aggregate form. The tool does not store IP addresses or location data. Therefore, the results do not allow conclusions to be drawn about individual participants. We therefore expressly ask you not to include any personal information in your open-ended responses. If this happens accidentally, it will be deleted before analysis. A reminder regarding this will be included in the digital forms themselves.

What your data will NOT be used for

- Commercial purposes.
- Automated decision-making.

What tools will we use and where is the data stored?

- **Smartsheet (Europe):** used to manage workshop registration and logistics, with strict access restrictions. The project repository is located in Smartsheet Europe and is managed operationally by WeDo (license holder).
- **LimeSurvey:** used during the workshop for anonymous QR questions. It is operated on Fraunhofer's own IT infrastructure in Germany. No IP addresses or location data are stored.

Data retention and sharing

How long do we keep your data?

Your personal data **will be kept only for as long as necessary** to achieve the objectives of YouthDecide 2040 and to comply with related legal obligations. Specifically:

- Identifying data will be kept for the duration of the project activities and its reporting/justification period to the European Commission.
- At most, your data will be kept until five years after the end of the final reporting period, and in any case no later than June 2033.
- After this period, data will be deleted or anonymised using appropriate security measures.

Who do we share your data with?

Your data **will not be made public or shared with third parties outside the project** unless you explicitly authorised it. It will only be communicated to certain partner entities of the YouthDecide 2040 project when this is permissible under data protection law and strictly necessary **for the development of the project, research and accountability to the European Commission**. The partner entities of the YouthDecide 2040 project are **listed in the Annex**. In all cases:

- Data processing will be carried out in accordance with the General Data Protection Regulation (GDPR).
- The use of anonymised or pseudonymised data will be prioritised wherever possible.
- Data will only be transferred to third countries under the conditions provided for in data protection law.

Details of consortium entities with access to data and privacy contacts are listed in the Annex.

Your rights and how to exercise them

In accordance with current data protection regulations, you have the right to:

- Access the personal data we hold about you.
- Rectify any data that is inaccurate or incomplete.
- Request the deletion of your data when it is no longer necessary for the purposes of the project, within legal limits.
- Limit or object to the processing of your data in certain cases.
- Request the portability of your data, where applicable.
- Withdraw your consent at any time, without this affecting the lawfulness of the processing carried out previously.
- Lodge a complaint for infringement of rights with the respective national authority **Autorité de protection des données** (www.dataprotectionauthority.be)

Participation in the project is voluntary.

You can stop participating in the workshop or project at any time, without having to give any explanation and without this causing you any harm.

Withdrawal of consent applies only to data processing based on consent (e.g., image/video, podcast/public use of audio, and subsequent communications), without affecting the lawfulness of the processing carried out before the withdrawal.

Data controller

The following organisation is responsible for processing your data:

EUROPEAN YOUTH FORUM (YFJ), RUE DE L'INDUSTRIE 10, BRUXELLES 1000, Belgium,
youthforum@youthforum.org

The contact details of the Data Protection Officer are:

Larissa Ahanhanzo (larissa.ahanhanzo@youthforum.org)

Data processor

The data controller uses the following data processors:

WeDo Project Intelligence Made Easy, S.L.

Where to exercise your rights

To exercise any of these rights, or if you have questions about the use of your data, you can contact:

- **WeDo Project Intelligence Made Easy, S.L.**
- **Address:** C/ Joan d'Austria, 95, 5^a 1^a, 08018 Barcelona (Spain)
- **Email:** hola@wedo-projects.com

If you believe that the processing of your data does not comply with the regulations, you also have the right to file a complaint with the respective national authority **Autorité de protection des données** (www.dataprotectionauthority.be)

Legal basis:

The processing of personal data within the framework of this workshop is carried out in accordance with European and local data protection regulations. The organization of the workshop and the aggregated/pseudonymized analysis of results are based primarily on fulfilling legitimate interests in executing and accounting for the project. Optional purposes (e.g., image/video, public use of audio/podcast, and subsequent communications) are based on consent, which can be withdrawn at any time.

Annex: Extended information for reference

Participating organisations in the project with access to data

Within YouthDecide 2040, your personal data will be stored in a **Smartsheet Europe** repository and will not be shared publicly nor with third parties outside the project.

It may only be disclosed, when this is permissible under data protection law and strictly necessary to achieve the purpose of processing, to certain participating entities involved in coordination, research, analysis or communication tasks. Specifically, data may be shared with the following organisations:

- **AIT Austrian Institute of Technology GmbH**, VAT reg. no.: ATU 14703506, registered office at Giefinggasse 2, 4 and 6, 1210 Vienna, Austria.
- **WeDo Project Intelligence Made Easy, S.L.**, VAT n°.: B67039 B67031849 and registered office at C/ Joan d'Austria, 95, 5º, 1ª; 08018 Barcelona, Spain.
- **Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.**, VAT number: DE 129515865 and address: HansasträÙe 27 c, 80686 Munich, Germany.
- **Missions Publiques**, with VAT number FR65941126757 and address at 35 Rue Du Sentier, 75002; Paris.
- **EDYN N.O.**, Pic 880557465, with registered office at Palisady 7052/29, Bratislava; 81106, Slovakia.
- **Instytut Filozofii i Socjologii Polskiej Akademii Nauk (IFiS PAN)**, with tax identification number 525-21-00-471, and address at ul. Nowy Świat 72, 00-330 Warsaw, Poland.
- **European University Institute (EUI)**, Via dei Roccettini 9, Fiesole 50014, Italy.
- **European Youth Forum (YFJ)**, Rue ae l'Industrie 10, Bruxelles 1000, Belgium.

No other entity than those mentioned here will have access to identifiable personal data.

Data protection contacts

For any matter related to processing of your personal data or exercising your rights, you may contact:

EUROPEAN YOUTH FORUM (YFJ)

Address: RUE DE L'INDUSTRIE 10, BRUXELLES 1000, Belgium

Email: youthforum@youthforum.org

Designated Data Protection person - YFJ

Larissa Ahanhanzo (larissa.ahanhanzo@youthforum.org)

Secondary findings and ethical incidents (only in exceptional situations)

Although not expected, if secondary findings or incidents related to ethics or research integrity are identified during project activities, they will be handled with particular care and confidentiality. WeDo and AIT will guide participants, where appropriate, towards the relevant institutional, regional or national authorities. Any relevant finding will be communicated to the project management team, always ensuring:

- Respect for anonymity.
- Participant autonomy.
- Transparency in handling such situations.

Applicable legal framework

A) European Union — GDPR (Regulation (EU) 2016/679)

Special categories

- Article 9(1) (general prohibition / definition of special categories).
- Article 9(2)(a) (explicit consent).

Consent

- Article 6(1)(a) (lawfulness based on consent).
- Article 7 (conditions for consent).

Legitimate Interests

- Article 6(1)(f) (legitimate interests).

Transparency and rights

- Articles 12–14 (information and transparency).
- Articles 15–22 (rights).
- Article 25 (data protection by design and by default).
- Article 30 (records of processing activities).
- Article 32 (security).