

## TERMS AND CONDITIONS FOR THE SUMMER SCHOOL ON CLIMATE CHANGE AND SUSTAINABILITY AND INTERNATIONAL YOUTH CLIMATE SUMMIT

### 1. GENERAL PROVISIONS

The organizer of the Summer School on Climate Change and Sustainability and the International Youth Climate Summit is Inštitut za zdravje in okolje, office address: Slovenska cesta 56, 1000 Ljubljana, registration number: 7085184 (hereinafter referred to as the Institute). Co-organizers of the aforementioned events are partner organizations in the Sustainaware project – the Department of Geography of Faculty of Arts of the University of Ljubljana, Youth Network No Excuse Slovenia and CliMates. The International Youth Climate Summit is co-organized also in collaboration with the International Youth Health Organization (YHO).

The Summer School on Climate Change and Sustainability and the International Youth Climate Summit will be international events, therefore they will be held in English.

By using the website [www.sustainaware.net](http://www.sustainaware.net) (in continuation the website) you agree with the general Terms and Conditions and Privacy Policy of the website. Payments on the website are made possible through Stripe integration, therefore your personal data is also managed and processed by Stripe Payments Europe Limited and by using this integrated service you agree with Stripe's [Privacy Policy](#).

### 2. APPLICATION PROCESS FOR THE SUMMER SCHOOL AND INTERNATIONAL YOUTH CLIMATE SUMMIT

You can apply for the Summer School and International Youth Climate Summit by filling out the application form and paying the registration fee through the website: <https://sustainaware.net/summer-school-on-climate-change-and-sustainability-international-youth-climate-summit/>

Information on the processing of personal data of participants can be found in Sections 5.1 and 5.2 of these Terms and Conditions.

### 3. REGISTRATION FEE

Participation at Summer School and International Youth Climate Summit events is only possible provided that the organization or individual has paid the registration fee. The fee options are as follows:

	<b>Summer School</b> Students (see also chapter 3.2) and non-governmental organizations from the EU and Western Balkans	<b>Summer School</b> Public bodies, regular and non-EU participants	<b>International Youth Climate Summit</b>
Early birds - until 31 May 2022	40*-119,99 EUR	249,99 EUR	40 EUR
Regular applicants - 1 June - 20 June 2022	50*-199,99 EUR	299,99 EUR	50 EUR
Late applicants – after 20 June 2022	60*-249,99 EUR	349,99 EUR	60 EUR

\*See chapter 3.2 for details.

### **3.1. WHAT IS COVERED BY THE REGISTRATION FEE**

The participation fee for the summer school covers the conference pack, local travel, coffee breaks and lunches for the duration of the event. The summer school fee also includes the fee for the international summit.

The international youth climate summit fee covers the welcome pack, coffee breaks and lunches for the duration of the event.

### **3.2. DISCOUNTS**

Students of the University of Ljubljana are eligible for a special fee discount and their fee for the summer school is fixed at 40 € for applications until 31 May 2022, 50 € for applications until 20 June 2022 and 60 € from 21 June 2022 on. To apply the discount the student will have to provide a valid certificate of the enrolment upon their application to the event.

### **3.3. PAYMENT OF THE REGISTRATION FEE**

Payments on the website are made possible through Stripe integration, therefore your personal data is also managed and processed by Stripe Payments Europe Limited and by using this integrated service you agree with Stripe's [Privacy Policy](#). Your place at the summer school or the international climate summit is confirmed after the participation fee is paid. Applications without confirmed payment of the registration fee will not be considered as valid.

### **3.4. CANCELLATION OF PARTICIPATION AND REFUND OF REGISTRATION FEE**

An organization or individual who has registered for the event may cancel their application at any time by notifying us by email at [sustainaware@izo.si](mailto:sustainaware@izo.si), however a partial refund of the registration fee is possible only in the following circumstances:

- If you registered for the summer school and you cancel your participation on 20 June 2022 or before, you are eligible for a refund of up to 100 € (based on the participant fee you paid).
- If you registered for the international climate summit and you cancel your participation on 20 June 2022 or before, you are eligible for a refund of 40 €. The refund will be processed within 15 days of receipt of the cancellation.
- If you cancel your participation after 20 June 2022 due to "force majeure" - unforeseen reasons that could not be influenced (e.g. severe diseases, accidents, death of a close relative, etc.), you are eligible for a refund of up to 100 € if you have applied for the summer school and if you have applied only for the international climate summit, you are eligible for a refund of 40 €. The refund will be processed within 15 days of receipt of the cancellation and proof of the "force majeure", which prevented your attendance. COVID-19 restrictions enforced by governments do not count as a "force majeure".
- If an organization or individual registers for the events after 20 June 2022 no cancellation and refund of the registration fee is possible.

### **3.5. CANCELLATION OF THE EVENTS BY THE ORGANIZER**

In the event of cancellation of the events by the organizers, the Institute shall notify the organizations or individuals who have applied to it at least three working days before the events by email and shall refund the paid registration fee within a further 15 days.

It is mandatory to register all participants of the event, as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send a certificate of attendance, so that we can issue an invoice and the like).

We reserve the right to change the date or location of the event, of which we will notify the organizations or individuals who have applied for it at least three days in advance. The materials used by the lecturers and trainers of the events are copyrighted works. The Institute does not organize and is not responsible for on-site parking.

We notify the organizations and individuals regarding the implementation of the event (such as possible changes, cancellations, etc.) by e-mail, to the address you give us when you submit your registration to the event.

#### **4. SCHOLARSHIP**

Scholarships are funded by the Sustainaware project, which is co-funded by the European Climate Initiative – EUKI, and are available for foreign student participants from the EU and Western Balkans. The scholarship will co-fund your travel expenses, accommodation and subsistence. If you will apply for the coverage of accommodation expenses, you will be staying in a hotel in a shared double or triple room and two meals per day will be organized in the hotel (breakfast and dinner). The reservation will be made on your behalf by the organizers. The scholarships will be attributed on the “first come, first served” basis. Scholarship applicants have to pay the registration fee (see chapter 3 for details). Applicants will be informed of the decision about the scholarship in 10 working days since their submitted application.

##### **4.1 REIMBURSEMENT OF TRAVEL EXPENSES**

The organizer will refund your travel expenses based on a reimbursement claim. Please note that only public transportation costs with the cheapest mean available are reimbursable. In order for the costs to be reimbursed, you will provide the organizer with the following documentation:

- A reimbursement form with specification of each individual travel cost;
- Receipts for all travel expenses which you would like to get reimbursed;
- **Original** boarding passes and all other tickets for transport (also originals) – please note that copies are not acceptable.

The reimbursement will be transferred in 90 days after the participant will provide complete reimbursement documentation to the organizer.

#### **5. PROTECTION OF PERSONAL DATA**

##### **5.1. PARTICIPATION AT INSTITUTE’S EVENTS**

Institute’s events in this chapter include educational events organized by the Institute that provide participants with specific expertise or practical knowledge (such as conferences, workshops, seminars and similar training, focus groups, workshops for smaller and closed groups that are not public in nature, meetings aimed at preparing joint projects and joint activities, finding project partners, etc.). The event can be paid (participation is possible only by paying a registration fee) or free (without registration fee).

##### **The application process and information on the use of the collected personal information**

Information submitted through the Institute’s event application form (name, surname, organization sending the participant, contact email, contact telephone number, country of birth, date of birth, past knowledge, expectations, description of how the acquired knowledge would be useful at work, any special nutritional requirements or other customization needs) will be used to organize the event (for example, to provide you with a place at the event, to customize the content of the workshop to participants). If the number of applicants is greater than the number of available places, we will also use the description of how the knowledge gained at the event would benefit the organization or individual in their work, in order to select organizations or individuals who may attend the event.

Registration for a paid event represents the establishment of a contractual relationship with the Institute – Inštitut za zdravje in okolje, Slovenska cesta 56, 1000 Ljubljana, or a request for

establishment of such relationship, if the number of places is limited and participants are selected only based on their beforehand application. Therefore, the processing of personal data described in the previous paragraph is based on such a "contractual relationship" or "request" to enter into such a relationship.

Registration for a free event represents a request to establish a contractual relationship with the Institute, which is established when the Institute confirms the participation at the event. The processing of personal data described in the first paragraph is based on such a "contractual relationship" or "request" to enter into such a relationship.

If the application to the event is not submitted by a person whose data is provided via an application form (e.g. an organization's representative registers another employee/member of the organization), it is the obligation of the person who submits the application to have an adequate legal basis for the transmission of another person's personal information through the application form (e.g. (to have the consent of such person) and also to inform such person of the processing of their personal data as set out in the application form and in these Terms.

### **Registration of participants at Institute's events**

At the event we need to register all participants as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send you a certificate of attendance, so that we can issue an invoice, for reporting purposes to funders, etc.).

There are two ways to register at our events:

- To sign a joint pre-filled attendance list that will circulate among all participants during the event or will be available at the registration desk, meaning that the information on the joint attendance list (name, organization, country, signature) can be disclosed to other attendees of the event, or
- to visit the registration desk at the venue before the start of the event and confirm your presence by signing a special form.

We recommend that you use the first method, which makes our procedures easier and means less paperwork and less paper consumption. The inclusion of your personal information in the common presence list and any other participants' potential knowledge of this information is thus based on your consent.

If this procedure is inappropriate for you, or if you do not give your consent for other reasons, it is your responsibility to report at the registration desk for the event at least 10 minutes before the start of the public event to confirm your presence by signing a special form there.

### **Taking photos**

At our events, you are likely to be photographed or recorded and that such photographs or recordings will be made publicly available online or in the media or otherwise made available to the general public for the purposes of dissemination and promotion. In the application form to an Institute's event we ask that you allow us to take photos and/or recordings of you. In this way, you provide us with your consent to the processing of your personal information (photographs).

### **Retention period for personal data**

Personal data collected through the application form, the joint attendance list and individual forms of attendance are retained for five years from the event and then deleted within one year.

We justify such retention with our so-called "Legitimate interests," since we need the information in the case of your or our legal claims regarding your participation in the event, which expire within five years of the event.

If we have issued you an invoice for a participation fee or reimburse you for costs (such as expenses of travel, accommodation, subsistence or visa), we are obliged to keep these financial documents for 10 years after the end of the calendar year in which the document was created.

### **Transfer of your personal data**

In carrying out some of our events, for which we receive direct funding from the funders, we are also contractually obliged to report on the participants at these events. In this case, we register attendees at our event, either through a shared attendance list or with another confirmation of attendance, some of your personal information on these documents (first and last name, organization and/or country from which you come and signature; in some cases (Movit and EACEA) also date of birth and e-mail address) are sent to the financier.

For events funded by the Ministry of Health (which is listed as a funder on the event registration form), we will transfer the personal information mentioned above to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

For events funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) within the European Climate Initiative – EUKI, we will provide the aforementioned personal information to Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Friedrich-Ebert-Allee 36, 53113 Bonn, Germany.

In all the above cases, other national or European bodies exercising control over the use of public funds also have access to a common attendance list or other proofs of attendance: the Ministry of Finance, the Office of the Republic of Slovenia for Budgetary Control, the Court of Auditors of the Republic of Slovenia, the European Commission and the European Court of Auditors or their designees.

In case of a more detailed control over the use of public funds related to the organization of an event, the financier or the authorities referred to in the previous paragraph may also be acquainted with all other personal data which you have entered in the application form for an event and which we keep.

If the event is carried out within a project where the Institute is not the lead partner, the participant's details (first and last name, organization from which you come, country and signature; in some cases, also date of birth and email) will also be transferred to the project lead partner for reporting purposes. In these cases, the Lead Partner will be listed on the Event Registration Form.

We justify the transfer of personal data to the funders or the bodies conducting the control by our so-called "Legitimate interests", as this is the only way to fulfil our commitments to the event funder and to give them a credible report on the number of participants, which is a prerequisite for obtaining the funds necessary for the event to take place. In other words, without such a transfer of data we cannot carry out the event.

The Institute has the right to share the personal data of event participants, in addition to the above, to other contracted data processors who process it within the limits of the authorization or statutory regulation. The contractors that the organization is involved with are accounting service, legal consulting providers, data processing and analytics providers, IT systems maintainers, email-messaging providers. The organization or its contractual data processors will not share personal information with unauthorised third parties.

**Additional information**

If you have additional questions regarding the protection of personal data at our events, or if you exercise the right to object to the processing of your personal data based on our so-called "Legitimate interest", contact us at [sustainaware@izo.si](mailto:sustainaware@izo.si).

**5.2. EXPLANATION OF YOUR RIGHTS REGARDING PERSONAL DATA PROTECTION**

Every individual whose personal data is processed has the right to be acquainted with their personal data, to correct them, and in the case of conditions as stipulated by the applicable regulations, the right to erasure, to limit the processing of such data and to their transferability.

If the processing of personal data is based on a "legitimate interest" and you believe that your interest, taking into account your particular situation, outweighs our interest, please let us know at [sustainaware@izo.si](mailto:sustainaware@izo.si).

If you believe that your personal information (e.g. name, email address, photo) is published on our site of social media and there is no proper basis for this, please let us know at [sustainaware@izo.si](mailto:sustainaware@izo.si).

Each individual is also entitled to file a complaint about the processing of their personal data with the Information Commissioner, Dunajska cesta 22, 1000 Ljubljana, Slovenia (website: [www.ip-rs.si](http://www.ip-rs.si)).

**6. CONTACT INFORMATION**

In case you have found a mistake, inaccuracy, outdated information or other defect on the website, please let us know at [sustainaware@izo.si](mailto:sustainaware@izo.si).

These Terms and Conditions were changed and published on 24 May 2022.