



Privacy Policy

Introduction

This document serves a crucial purpose: it outlines how we collect, use, store, and protect the personal information of everyone involved in the Award. As an organization dedicated to youth development and empowerment, we understand the immense responsibility that comes with handling personal data. This Policy follows the Personal Data Protection Law No. 24 of 2023.

Our commitment extends beyond mere compliance with local and international privacy laws and regulations. We strive to foster an environment of trust and respect, ensuring that the information of our participants, staff, volunteers, partners and anyone is treated with the utmost care and confidentiality. Whether you are a young participant embarking on a transformative journey, a dedicated volunteer, a valued staff member, or a supportive partner, your privacy is paramount to us.

This policy is a testament to our dedication to safeguarding personal information. It is crafted to provide transparency about our data practices and to affirm our unwavering commitment to privacy. We believe that protecting personal data is not just a regulatory obligation but a fundamental aspect of nurturing a safe and supportive community for everyone involved in El Hassan Youth Award.

Scope

The scope of this Privacy Policy extends to encompass everyone engaged with El Hassan Youth Award in any capacity. This inclusivity is pivotal to our approach in handling personal information and ensuring privacy.

Participants

Whether you are a young person participating in our programs, embarking on an exciting journey of self-discovery and achievement of our programs, your personal information is covered by this policy. We recognize the sensitivity of the data you share with us in your journey towards the Award.

Staff

For our dedicated team members, who are integral to the administration and success of our programs, this policy applies to the personal and professional information you handle or encounter in the course of your work.



Privacy Policy

Volunteers

The selfless contributions of our volunteers are invaluable. This policy equally safeguards your personal data, recognizing your vital role in supporting our participants and programs.

Partners and Other Stakeholders

This policy also encompasses any personal data related to our partners, sponsors, and other stakeholders who play a crucial role in supporting the Award.

Our aim is to ensure that everyone associated with El Hassan Youth Award, regardless of their role or level of participation, can trust us to handle their personal information responsibly and respectfully. This policy forms the cornerstone of our commitment to upholding that trust.

Information Collection

At El Hassan Youth Award, we collect and manage personal information with the utmost respect and integrity. Understanding the types of personal information, we collect and the methods we use for its collection is crucial for our participants, staff, volunteers, and partners.

This section provides a detailed overview of these aspects:

Types of Personal Information Collected

- **Personal Identifiers:** any personal identifiers this may include but not limited to Names, dates of birth, and national ID numbers, essential for identifying participants and ensuring the uniqueness of each application.
- **Contact Details:** Email addresses, telephone numbers, home and mailing addresses for regular communication, updates about the program, and emergency contact purposes.
- **Achievements and Progress:** Detailed records of participants' activities, submissions, and progress towards the Award, including specific achievements, milestones reached, and feedback on performance.



Privacy Policy

- **Educational and Professional Background:** this may include any additional Information about educational institutions, courses of study, employment history, and any relevant professional experiences that help us tailor the Award experience and provide appropriate guidance and resources.
- **Health and Welfare Information:** Where necessary and with explicit consent, we may collect health-related information to ensure participants' safety and well-being during Award-related activities.

Methods of Data Collection

- **ORB (Online Record Book) Platform:** As a central tool for participants, ORB collects data related to their Award activities, including logs of hours, descriptions of activities, and evidence of achievements.
- **Application Forms:** Comprehensive forms filled out during the registration process for the Award, volunteering, or employment, capturing all necessary personal details.
- **Website Interactions:** Through our website, we gather data via contact forms, newsletter sign-ups, for the purpose of improving user experience and website functionality.
- **Direct Communications:** Personal information may also be collected through direct communications, such as emails, phone calls, or in-person meetings WhatsApp or any other way, especially in cases of personalized guidance or resolving specific queries.
- **Surveys and Feedback Forms:** Periodically, we may conduct surveys or request feedback, which helps us gather valuable insights about participants' experiences and preferences.

In collecting this information, we are guided by principles of legality, consent, transparency, and purpose limitation. We only collect information that is directly relevant and necessary for the effective administration of the Award and the enrichment of the



Privacy Policy

participant experience. Our aim is to ensure that personal data is handled responsibly and in accordance with the highest standards of data protection.

Use of Information

El Hassan Youth Award is dedicated to using the collected personal information responsibly and purposefully. Understanding how this information is utilized is crucial for maintaining transparency and trust with our participants, staff, volunteers, and partners. Here is an overview of the key purposes for which we use the collected information:

1- Program Administration

- **Participant Registration and Management:** Personal identifiers and contact details are used to register participants in the Award program and manage their participation effectively.
- **Activity Organization and Coordination:** Information about educational and professional backgrounds, as well as their achievements, aids in organizing and coordinating relevant Award activities that align with their interests and goals.

2- Communication

- **Support and Guidance:** Direct communications, including those through the ORB platform, are used to provide personalized support and guidance to participants throughout their Award journey.
- **Regular Updates and Notifications:** Contact details are crucial for communicating regular updates, notifications about program changes, upcoming events, and other relevant information.
- **Emergency Contact:** In cases of emergencies, contact information is vital for quick and effective communication with participants or anyone or their designated emergency contacts.



Privacy Policy

3- Award Tracking and Evaluation

- **Tracking Progress:** The ORB platform plays a key role in tracking participants' progress, logging activities, and submitting evidence of achievements, which are essential for evaluating their journey towards the Award.
- **Feedback and Improvement:** Information collected through surveys and feedback forms is used to assess participants' experiences and to make continuous improvements to the program.

4- Health and Safety Considerations

- **Ensuring Well-being:** Where applicable, health-related information is used to ensure the safety and well-being of participants during Award-related activities, particularly in outdoor or physical challenges.

5- Compliance and Legal Obligations:

- **Legal Compliance:** Personal data may also be used to comply with legal obligations, including but not limited to, regulatory requirements and local and international law enforcement requests it required.

The information collected is integral to the successful operation and administration of El Hassan Youth Award. We are committed to using this data in ways that enhance the Award experience and maintain the highest standards of privacy and data protection.

Data Sharing and Disclosure

At El Hassan Youth Award, we are committed to protecting the privacy of our participants, staff, volunteers, partners and everyone. The sharing and disclosure of personal information are handled with utmost care and responsibility. This section outlines the circumstances under which personal data may be shared with third parties and our commitment to ensuring that this information is never misused.



Privacy Policy

Circumstances for Data Sharing

- **With Consent:** if personal information may be shared with third parties when we have explicit consent from the individuals concerned. This is typically in scenarios where sharing is beneficial for the participant's experience or required for their participation in certain activities.
- **Partners and Sponsors:** if information may be shared with partners and sponsors of the Award in a controlled and secure manner, mainly for the purposes of program support, collaboration, and reporting. This is done only when necessary and with appropriate data protection measures in place.
- **Service Providers:** We may share information with service providers who perform services on our behalf, such as data processing, IT support, or other administrative tasks. These providers are bound by confidentiality agreements and are not permitted to use the information for any other purpose.
- **Legal and Regulatory Requirements:** If required by law or in response to legal processes, we may disclose personal information to law enforcement or other government authorities.

Assurances against Misuse

- **No Sale of Information:** We firmly assure that personal information collected will not be sold to any third parties. The privacy and trust of our community are paramount.
- **Purpose Limitation:** Any shared information will be strictly limited to the purposes for which it was collected. We do not permit the use of this data for unrelated or commercial purposes by any third parties and with agreed time to limit access to information

We take our responsibility to protect personal data seriously and ensure that any sharing of information aligns with our privacy values and complies with relevant privacy laws and regulations. The trust placed in us by our participants, partners and other stakeholders is



Privacy Policy

fundamental, and we are committed to upholding this trust through careful and ethical management of personal information.

Data Security

Ensuring the security of personal data is a fundamental aspect of El Hassan Youth Award's operations. We implement a variety of measures to protect the information entrusted to us:

- **Secure Storage:** All personal data collected is stored on secure servers with robust physical and digital security measures in place to prevent unauthorized access, disclosure, alteration, or destruction.
- **Restricted Access:** Access to personal data is strictly limited to authorized personnel who need the information to perform their duties. Regular training is provided to ensure staff and volunteers understand their responsibility in maintaining data confidentiality.
- **Data Security in ORB Usage:** The Online Record Book (ORB) platform, an essential tool for our participants, is designed with security in mind. It employs encryption and other security measures to protect the data entered and stored on the platform. Regular security audits and updates ensure the ongoing integrity and safety of the information within ORB.
- **Continuous Monitoring and Improvement:** Our security practices are continually reviewed and updated to address new challenges and adhere to the best practices in data security.

Data Retention

Our approach to data retention is guided by the principle of retaining personal information only for as long as necessary:

- **Retention Duration:** Personal data is retained for the duration necessary to fulfill the purposes outlined in this policy, including for the duration of an individual's participation in the Award and any necessary follow-up until the launching of the alumni club or reporting periods.
- **Criteria for Deletion or Anonymization:** Once the need for retaining specific personal data ceases, we take steps to either securely delete or anonymize the data.



Privacy Policy

Anonymization involves removing any identifiable information, ensuring the data cannot be linked back to an individual.

* The retention periods will be regularly reviewed to ensure they are appropriate, and adjustments are made as necessary.

El Hassan Youth Award is dedicated to upholding the highest standards of data security and retention practices. We ensure that personal data is not only protected but also handled in a manner that respects privacy and aligns with the values of our Award.

Rights of Individuals

El Hassan Youth Award recognizes and respects the rights of all individuals regarding their personal data. These rights include:

- **Right to Access:** Individuals have the right to access their personal data held by us. Upon request, we will provide a copy of the personal information in our possession.
- **Right to Correction:** If any personal data is incorrect or incomplete, individuals have the right to request that we correct or update it.
- **Right to Deletion:** Individuals can request the deletion of their personal data when it is no longer necessary for the purposes for which it was collected, or if they withdraw their consent (where consent is the basis of processing).
- **Exercise of Rights:** Requests to exercise these rights can be directed to our designated contact point, as detailed in the Contact Information section of this policy. We are committed to responding to such requests promptly and in accordance with applicable laws.

ORB Platform Usage

The Online Record Book (ORB) platform is a critical component of El Hassan Youth Award, facilitating the recording and submission of Award-related activities:

- **Functionality:** ORB allows participants to log their activities, submit evidence of their achievements, and track their progress towards the Award. It also enables Award Leaders to monitor and mentor participants throughout their journey.
- **Data Handling in ORB:** Personal information entered into ORB, such as activity details and progress, is handled with strict confidentiality. We ensure that the data is used solely for the purpose of administering and evaluating the Award program.



Privacy Policy

- **Security Measures:** The ORB platform is equipped with robust security features, including encryption and secure login processes, to protect the data stored within it. Regular security reviews and updates are conducted to ensure the platform remains safe against emerging cybersecurity threats.

El Hassan Youth Award is dedicated to ensuring that the rights of all individuals regarding their personal data are upheld and that the ORB platform is used in a manner that is secure, efficient, and respectful of privacy.

Policy Updates

El Hassan Youth Award is committed to maintaining a Privacy Policy that accurately reflects our current data practices and complies with applicable laws and regulations. As such, this policy is subject to periodic review and may be updated as necessary.

- **Review and Update Process:** Our policy will be reviewed regularly to ensure it remains relevant and compliant with the latest legal requirements and best practices in data protection.
- **Notification of Changes:** In the event of any significant changes to this policy, we will notify individuals through our usual communication channels. This may include announcements on our website, direct emails, or notifications through the ORB platform.

We encourage individuals associated with El Hassan Youth Award to regularly review this policy to stay informed about how we protect their personal information.

Disciplinary Action

We hold all participants, staff, Award Leaders, volunteers, ...etc to the highest standards of privacy compliance. It is imperative that everyone adheres to this policy, and failure to do so may result in disciplinary action:

Minor, Unintentional Security Breach: In cases of a first-time, unintentional, and small-scale breach, we may issue a warning. The individual may also receive additional training on security protocols to prevent future occurrences.



Privacy Policy

- **Intentional, Repeated, or Large-Scale Breaches:** More severe breaches, particularly those that are intentional, repeated, or cause significant financial or reputational damage to the Award, will result in stricter disciplinary actions. These actions may extend up to and including dismissal from the program or termination of employment and in some cases felony charges

Each incident will be evaluated on a case-by-case basis, taking into consideration the context and severity of the breach.

Furthermore, consistent disregard for our security instructions, even in the absence of a direct security breach, will not be tolerated. Such behavior will be subject to progressive discipline to reinforce the importance of adhering to our cyber security policies.

Disclaimer

This policy is designed to provide general guidelines and serve as a framework for El Hassan Youth Award. It is intended as a reference and may not encompass all relevant local and international law but in adhere to them. This document is not a legal instrument, and neither the authors nor the organizers of El Hassan Youth Award will assume any legal liability that may arise from the use of this policy. For specific legal advice or assistance, please consult with a qualified legal professional.

Contact Information

For any questions, concerns, or requests related to your personal data and privacy, please contact us at:

El Hassan Youth Award Office:

Location: Amman- Al Jubaiha- Ahmad Al Tarawneh St –building 84

Phone: 065356695

Email: info@hyaward.org.jo

P.O. Box 840908 Amman 11180 Jordan

Data Security Lead at Board Level:

Name: Dr. Khawla Alhasan

Email: dataprotection@hyaward.org.jo

Phone: 079761179