

ARDEN Mentoring Program

Data Processing Consent Form

What the Mentoring Program is About

This Mentoring Program is conducted by ARDEN, a not-for-profit organization based in Romania, the United States and Mexico, and is designed as a mix of formal and informal online sessions dedicated to mentees (ages 16 to 24) who will have the possibility to develop soft skills and to follow a set of challenges/ tasks created for each field of study in relation to the Game Development Industry.

The Mentoring Program is developed using a third-party online platform where mentors and mentees connect, have online discussions, and share relevant learning resources.

The online project on the third-party platform is called ECHO.

The Mentoring Program is implemented with the help of RGDA, Romanian Game Developers Association.

Objectives of the Mentoring Program

The objectives of the Mentoring Program are:

- To promote education and digitalization by offering alternative online learning experiences;
- To help young people understand game development jobs and career paths options;
- To promote the gaming industry and what it has to offer in terms of personal development and careers;
- To leverage internships and entry level jobs for young people.

Your Participation is Voluntary

Your participation to the Mentoring Program, either as a mentee or as a mentor, is voluntary. You may choose to withdraw from the Program at any time.

- If, as a mentor, you find that the relationship with a mentee does not work, you should discuss the issue with an Arden representative & together strive to find the best solution for everyone involved.
- If, as a mentor, you have personal reasons to leave the program or the program is not as you expected, you should discuss the issue with an Arden representative:
 - For assessing why the program did not work for you, as mentor (if the case);
 - In order to find a new suitable mentor/s for your mentees.
- Before ending the program, as a mentee, you must notify the mentor/s involved.

Who We Are

This document is meant to provide adequate information regarding how ARDEN, a not-for-profit organization located in Bucharest, 1st District, 12-14 Pictor Ion Negulici Street, registered with the Romanian Register of Associations and Foundations held by the Bucharest, 1st District Court under no. 61/05.05.2021 ("ARDEN"), processes your data and also regarding your rights in relation to this data processing.

Data Collected

For the purposes of your participation to the Mentoring Program, we collect the following personal data about you:

- To register your participation to the Mentoring Program, either as a Mentee or as a Mentor: your full name, your email address, your age, country of origin and your photo(optional);
- To conduct the Mentoring Program: your level of studies, working field and job description;
- To assess your participation to the Mentoring Program: your full name, your email address. ,

The processing of your personal data is done under the general rules imposed by the EU Regulation No. 679/2016 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

We do not collect, nor do we intend to obtain data related to racial or ethnic background, political, religious, philosophical, or similar views, sexual orientation, syndication, biometric or health data.

Use of Collected Data and Basis for Data Processing

Your data will be collected and processed by ARDEN with the aim of conducting the Mentoring Program, only with your consent.

ARDEN will not provide any information, written, visual, or audio, resulting from the Mentoring Program which may permit a 3rd party to identify personal data about you, nor will it use this information in a way that can be damaging to you.

Access to Collected Data

ARDEN may transmit / allow access / divulge personal data, if necessary, only to entities within its group.

ARDEN will ensure that your personal data is properly protected, and that entities within the group can ensure an adequate level of security, in order to guarantee that the data is kept safe.

Storage of Personal Information

We will store and process your personal information for the entire duration of the Mentoring Program.

We may store certain data past the term outlined above, in case of legitimate interest.

You may delete your dedicated account from the third-party online platform at any time if you decide to withdraw from the Mentoring Program.

Your Rights

1. **Right to be informed:** Through the current document you are provided all necessary information related to the processing of your personal data in relation with the Mentoring Program.

2. **Right to access:** You may request, in writing, a confirmation of the fact that your personal data is processed by ARDEN, and if processed, you will be provided a copy of the data, as well as additional information about the manner in which the data is processed.
3. **Right to rectification:** You may request, in writing, the rectification of imprecise, incomplete, or altered personal data (e.g. family name, email address)
4. **Right to delete data:** Your personal data will be deleted as soon as you have withdrawn your consent.
5. **Right to restriction:** You may request, in writing, to restrict the processing of your personal data, under the following circumstances: you contest the accuracy of the data, the data processing is illegal without requesting deletion of the data, the data is no longer necessary for the purpose for which it has been processed.
6. **Right to portability:** You have the right to receive the personal data collected in a structured format which can be read automatically. In addition, you may request, in writing, your personal data to be processed by a different entity, if the processing is based on your express consent and if the data processing is realized through automated processes. Exercising the right to portability may not infringe on the rights and freedoms of other people, including the rights of ARDEN (e.g. trade secrets, intellectual property rights).
7. **Right to withdraw consent:** You have the right to withdraw your consent, without this to affect data processing that has taken place based on your previous consent, prior to its withdrawal.
 - a. If you wish to withdraw your consent, please contact the persons listed below. They will remove any personal information collected as part of the Mentoring Program.
 - i. Andra Beldean echo@arden.ngo
8. **Right to object an automated individual decision-making:** You may, at any time, oppose a decision based solely on automated data processing, including profiling, if the decision carries judiciary effects that affect you in a significant way.
9. **Right to lodge a complaint:** You have the right to lodge a complaint with the competent Authority for Personal Data Processing Surveillance (Bucharest, 28-30 General Gh. Magheru Blvd, 1st District, anspdcp@dataprotection.ro), at any point in time, if you feel that your rights regarding personal data are not being respected.

For any information or requests regarding your personal data processing rights, please contact ARDEN through one of the following options

- Email
echo@arden.ngo
- Correspondence
 - Romania, Bucharest, 1st District, 12-14 Pictor Ion Negulici Street.

Your Agreement to Participate

I hereby consent to participate in this Mentoring Program and for ARDEN to collect and use my data as agreed upon by me and outlined above. I agree with the related storage of my personal data by ARDEN. I am aware that I may withdraw my consent at any time.

I hereby declare that I am of the full age of sixteen (16) or more and I understand that participation in this Mentoring Program is voluntary.

By proceeding further, you indicate that you have read and understood the information provided in this form.