

Project guidelines

1. INTRODUCTORY PROVISIONS

- 1.1. These guidelines are issued by the European Society of Gynaecological Oncology, Registered Office: c/o Kenes International, rue François-Versonnex 7, P. O. BOX 6053, CH-1207 Genève, Switzerland, Co. Reg. No.: CHE-113.573.524 (“**We**” or “**ESGO**”).
- 1.2. ESGO organizes “ENGAGe TEENs project” (“**Project**”). The main aims of the Project are prevention of HPV, including cervical cancer and other HPV related cancers, influencing and acquisition of more teens to be vaccinated with the HPV vaccine.
- 1.3. These guidelines represent an agreement concluded between ESGO and the volunteer who is a member of the Project (“**You**” or “**Member**”), specifying rights and obligations of both parties and explaining internal procedures of the Project.
- 1.4. The Project is aimed at boys and girls from 13-19 years who volunteer to work to raise awareness of Human Papilloma Virus/HPV, cervical cancer and the HPV vaccine among younger generations. The reason why it should be teens reaching out to other teens is because they understand each other and know how to communicate with each other. Teens tend to connect with and listen to their peers more than they would do so with older people.

2. RULES OF THE PROJECT

- 2.1. By sending the application You voluntarily become a member of the Project and acknowledge that all Your activities within the Project shall be performed free of charge, as your volunteer activity. If You are not an adult, You must have a consent of your legal representative (Parent, Guardian etc.) in order to participate in the Project. If You do not have this consent, You may not participate in the Project.

- 2.2. We strongly emphasise that the subject matter of the Project is based on science and scientific arguments. As such, it is essential for Your proper participation that You are well oriented in this area. Therefore, before You start any activity within the Project, You have to participate in an on-line training organised by ESGO and to perform any activities within the Project in compliance with information provided through this training or through other means by ESGO.
- 2.3. Your main activity in the Project is to spread and share information among teenagers about Human Papilloma Virus (HPV), cervical cancer and the HPV vaccine. You can use materials (e.g. booklets, posters, videos, articles, brochures, posts on social media, etc.) prepared by ESGO. If You are going to use your own materials, You should have them approved by ESGO before using them. You may not share any content that violates anyone's intellectual property or other rights. You may not spam. You may not provide any false information about topics related to the Project. You may not make any commercial and advertising messages and statements in connection with the Project. Any breach of this provision may result in Your exclusion from the Project and immediate termination of our agreement.
- 2.4. By participating in the Project, you may use our materials, trademark, etc., however You are fully responsible for your activities. We are not responsible for any of your activity in the Project.
- 2.5. If You see any activity that violates these guidelines, You can report it to us by e-mail: engage@esgo.org.
- 2.6. If in our opinion Your activities may violate the laws, rights or legitimate interests of third parties or the good name of ESGO, the Project or our cooperating organizations, You are obliged to terminate such activities upon our instruction (remove any of your output, etc.)
- 2.7. You hereby acknowledge and agree that all your portraits or recordings, pictures and speeches (videos, texts, posts etc.), to be used in the Project, may be used in a global campaign for example on social networks, television, radio, the Internet, etc. You hereby acknowledge and agree that any data used in the Project or in the campaign may be published worldwide and it may not be possible to remove them.
- 2.8. You hereby provide ESGO with the right to use any of your pictures and speeches (videos, texts, posts etc.) ("**Author's Works**"), which you use in the Project ("**Licence**"). The Licence is free of charge, unlimited in time, non-exclusive, transferable, without quantity limitation, for any worldwide use. You agree not to use the works of third parties in your Author's Works (excluding materials provided by ESGO). You agree that ESGO is authorised to change, amend, or translate the Author's Works include them in a collective work (collection), either alone or

via third parties or deal with them in any other way. We are entitled to sublicense or assign the Licence or any part of the Licence to a third party.

- 2.9. ESGO owns / manages all accounts related to the Project on social networks. You are not authorized to create your own social networking accounts using the brand of the Project or otherwise indicating their interconnection with the Project, without our written consent (may be provided in the form of e-mail).
- 2.10. All activities performed by each party in the Project are voluntary. The parties have no rights for any remuneration for their performance according to this agreement.

3. CONTACT, SUPERVISION AND SUPPORT

- 3.1. If You have any questions or need any support, please, contact us via following contacts:
 - 3.1.1. Iva Zahradnikova: iva.zahradnikova@esgo.org; Eva Streglova: eva.streglova@esgo.org
 - 3.1.2. Esra Urkmez: esraurkmez1@gmail.com
- 3.2. The supervision and support of the Project is provided by the following persons:
 - 3.2.1. HPV Experts (scientific supervisors): Prof. Murat Gultekin, Dr. Maja Pakiz and Ms. Icó Tóth
 - 3.2.2. ENGAGe Teens project supervisor: Esra Urkmez: esraurkmez1@gmail.com (responsible for overall project management and sponsors' support)
 - 3.2.3. ENGAGe TEENS project leader and coordinators: Selin Bayrakli (Leader): bayrakliselin@icloud.com, Jasmine Akman (Coordinator): jasmine.y.akman@icloud.com, Lily Akman (Coordinator): lily.n.akman@icloud.com (responsible for communication within the Members, preparation of materials - booklets, posters, videos, articles, brochures, posts on social media etc.)
 - 3.2.4. ENGAGe Teens office manager: Iva Zahradnikova: iva.zahradnikova@esgo.org (responsible for overall project coordination, registration of Members, website, social media accounts supervision etc.)

4. PRIVACY POLICY

- 4.1. This article contains detailed information on processing of personal data by ESGO, in accordance with the GDPR Regulation.
- 4.2. We process your personal data filled in the application form, especially your name, photograph, date of birth, address, e-mail address, phone number, name of your legal representative (usually parent), his/her address, e-mail address and phone number, for the purposes specified below.
- 4.3. We exert our maximum effort to protect your personal data by technical and organisational measures against misuse or unauthorised disclosure.
- 4.4. Processing of your personal data is necessary for our co-operation according to these guidelines, especially to process your activity in the Project. For this purpose, we process all personal data you fill in the application form. Your personal data will be processed as long as will be required for our co-operation according to these guidelines.
- 4.5. **We may also use your personal data, especially your name and photograph, in the Project (including their publishing in our worldwide campaigns which are an integral part of the Project).**
- 4.6. We may delegate processing of your data to third parties (recipients), such as information system providers, persons preparing training, processing Project materials, etc. We choose our processors with care and diligence so your personal data are maximally protected at any time. We may provide your data to other members of the Project for mutual communication among the members.
- 4.7. ESGO is located in a third country. The transfer of personal data to the third country is always based on the adequacy decision by the Commission or on suitable safeguards in compliance with GDPR.
- 4.8. For the exercise of your rights under GDPR we inform you of the following:
 - 4.8.1. You may exercise your rights by contacting us.
 - 4.8.2. Before we start acting upon your request it may be necessary to verify your identification. This measure is necessary for your own protection. In case you refuse to provide us with information allowing us to identify you, we may not be able to process your request.

- 4.8.3. We will answer to your request without undue delay and in any event within one month of receipt of the request. In case it will be impossible to handle your request, we will inform you in this period about the prolongation of the period for answer by two months maximum.
 - 4.8.4. We will use electronic means for the communication, e.g. we will reply via e-mail. In case you prefer other type of communication, please, let us know.
 - 4.8.5. We will provide any communication and any action taken under Articles 15 to 22 and 34 GDPR free of charge. However, in case your request will be manifestly unfounded or excessive (in particular due to its unreasonable repetitive character), we may charge you an adequate fee, taking into account the administrative costs related to providing the information or communication or taking the action requested, or refuse to act on the request.
 - 4.8.6. You have the right to obtain confirmation as to whether or not your personal data concerning are being processed, and access to the personal data and the information about such processing.
 - 4.8.7. We are processing your personal data in good faith that they are accurate and up-to-date. In case we process inaccurate personal data you have the right to request your personal data to be rectified and/or completed (in case they are incomplete).
 - 4.8.8. You have the right “to be forgotten”, i. e. the right to have your personal data erased. However, we cannot be held liable for processing of your data by third parties, especially when such data has been published in compliance with these guidelines.
 - 4.8.9. You have the right to obtain restriction of processing of your personal data according to Article 18 GDPR.
 - 4.8.10. You have the right to data portability according to Article 20 GDPR.
 - 4.8.11. You have the right to object, on grounds relating to your particular situation, at any time to processing of your personal data necessary for the purposes of the legitimate interests or necessary for the performance of a task carried out in the public interest or in the exercise of official authority, including profiling based on those grounds.
 - 4.8.12. You have the right to lodge a complaint with a respective supervisory authority in an EU member state.
- 4.9. For the exercise of your rights you can contact us as the Controller here: engage@esgo.org.

5. TERMINATION OF COOPERATION AND FINAL PROVISIONS

- 5.1. Your cooperation with ESGO in the Project is voluntary. You can terminate agreement under these guidelines at any time. In this case, please let us know via following email: engage@esgo.org. We may also terminate agreement with You at any time. In this case, We will inform You by the email You provided in the application. After the end of this agreement, you may not use our trademark or materials.
- 5.2. Licenses and other rights to Author's Works last even after the end of this agreement.
- 5.3. We may change these guidelines from time to time. In such case We shall notify You about such change no later than fifteen (15) days before such change takes effect. In case You do not agree with such change, You may terminate your membership in this Project. If You continue in this Project after the effectiveness of such change, it is deemed that You agree with new version of these Guidelines.
- 5.4. These guidelines are effective from 1st April 2021.