

## Welcome to Hands on!

### ORGANIZATION

**Organization name<sup>1</sup>:**

**Name legal entity<sup>2</sup>:**

**Billing Address:**

**Type of organization:**

**Official website:**

**Official facebook page:**

### LEGAL REPRESENTATIVE

**Name:**

**Email address:**

**Phone number:**

### CONTACT PERSON

**Position/job title:**

**Email address:**

**Phone number:**

<sup>1</sup>if the billing name differs from your organization's name.

<sup>2</sup>children's museum, museum, gallery, science center, research center, etc.

### Membership:

Institutional

Corporate

### Data protection:

We will never sell your data and promise to keep it safe and secure.

By becoming a Hands On! member, you entitle us to process your personal data as stated in GDPR Art. 6/1b. We want you to know exactly how we operate your data, therefore, please read our enclosed data protection policy carefully before signing and submitting your membership request.

### Terms & Conditions

Membership in the association shall be terminated by the death of the member, the loss of legal status in the case of legal entities, voluntary resignation and expulsion.

Membership can only be terminated as of December 31st of every calendar year. A membership circle runs from 1st of January until 31st of December. The office must be notified in writing before the beginning of the new membership circle. In case of late notification, the termination shall become effective as of December 31st of the next calendar year. The date of arrival of the notification at the association's office shall be decisive. Please note that our membership payments are not refundable.

The Board can expel a member if, despite two written notices with an announcement of a suitably extended deadline, the member is more than six months behind in paying at least one of the stipulated amounts (e.g. registration fee, membership fee or the like). The obligation to pay the overdue membership fees shall remain unaffected by these provisions.

Members have the right to participate in all events of the association at a reduced fee and to utilize the association's facilities. Only full members and honorary members have active and passive voting rights within the general assembly.

For further information about our association and services, please visit our website, view our statutes or contact: [secretariat@hands-on-international.net](mailto:secretariat@hands-on-international.net) | +436766286168

Date

Signature

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**Please fill out this form and  
return it to: Hands On! International Association of Children in Museums,  
Friedrichgasse 34, 8010 Graz, Austria**

**OR**

**send a scan to: [secretariat@hands-on-international.net](mailto:secretariat@hands-on-international.net)**

*Appendix: Data Protection Policy Statement*

**Data protection policy statement – Terms and conditions**

**Content**

**General**

**Website**

**Newsletter**

**Membership**

**Correspondence**

**Events**

**Right to access, rectification & erasure**

**General**

To facilitate readability of the following statement, the abbreviations 'Hands On!' or 'we' are used to refer to Hands On! International Association of Children in Museums.

We want you to know exactly how we operate your personal data and why we need which personal information. Please make sure to read the following policy statement carefully, before consenting to our data processing terms and conditions. We will never ever sell your data and promise to keep it safe and secure.

**Website**

Information collected on the Hands On! website is kept for a limited period of time until the purpose for which it was initially collected has been fulfilled, and provided you do not exercise your rights of rectification or erasure as described in the section 'Right to access, rectification & erasure' of this statement.

This website uses the web analytics service Google Analytics. Provider is Google Inc., 1600 Amphitheater Parkway Mountain View, CA 94043, USA.

The Google Analytics tool uses so-called cookies. These are text files, which are stored on your computer and provide us with data connected to your visit on our website (country of origin, number of clicks, etc.). This cookie-generated user engagement information is usually transmitted to a Google server in the USA and stored there.

We have activated the function IP anonymization on this website. As a result, your IP address (given that you operate from a device registered in an EU-member state or a country participating in the Agreement on the European Economic Area) will be shortened by Google prior to being transferred to the United States. In some cases, Google might take the liberty to anonymize the IP-address *after* transmitting it to US-servers, due to technical limitations. On behalf of the operator of this website (Hands On!), Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide Hands On! with other evaluation-based service packages. Your IP-address is only used for the Google analytics tool and will not be merged with any other Google data.

You can prevent the storage of cookies by changing your browser settings accordingly. However, we would like to point out that as a result, you might not be able to experience all functions of this website. In addition, you can prevent Google from collection and processing all data generated by the cookie (including your IP-address) by downloading and installing this browser plugin.

(<https://tools.google.com/dlpage/gaoptout?hl=en>)

## **Newsletter**

In the following paragraphs, we will inform you about the contents of our newsletter, the registration process, transmitting and statistical evaluation procedures and ending the subscription. By ticking the "I agree"-box you agree to accept all newsletter related processes described below.

### *Content of our newsletter*

We send newsletters, e-mails and other electronic notifications with information classified as advertisement (hereinafter "newsletter") only *after* receiving full personal consent of the recipient or based on a law granting us legal permission to do so. Our newsletters contain information on our association, invitations and reports of events and conferences organized by Hands On! or our partners, projects and calls of our members and associated institutions, and other museum industry news or resources connected to the topic of children in museums.

### *Double opt-in and reports*

We use a so-called double opt-in procedure for all newsletter registrations. After sending your online registration form, you will receive an email asking you to confirm your registration by clicking on a link (double opt-in). This confirmation ensures nobody registers your email address without your consent.

Your registration for the newsletter is recorded and safely stored in order to prove the registration process meets all legal requirements and was performed with your full consent.

### *Use of Marketing automation services*

The newsletter is distributed via "MailChimp" (<https://mailchimp.com/>) a marketing automation platform run by Rocket Science Group, LLC, 675 Ponce De Leon Ave # 5000, Atlanta, GA 30308, USA.

The email addresses of our Newsletter recipients, as well as their other personal data provided by them in the course of the newsletter sign-up (e.g., name, country, institution) are stored on the servers of MailChimp in the USA. MailChimp only uses this information to send and evaluate the newsletters on our behalf. Furthermore, MailChimp may, according to their statements and policies published on their webpage, use this data to optimize or improve its own services, e.g. the technical improvement of email transmission and the visual display and compatibility. However, MailChimp does NOT contact our subscribers on their own behalf or passes on any personal data to third parties.

We trust in the reliability, IT and data security of MailChimp. MailChimp is certified under the US-EU privacy shield and is committed to complying their services with all EU data protection laws. Furthermore, we have concluded a data processing agreement with MailChimp. This is a contract pledging MailChimp to strictly protect all data of our users, to process it with great caution and in accordance with its GDPR conform privacy policy and to under no circumstances share any data with a third party. View MailChimp's privacy policy. (<https://mailchimp.com/legal/privacy/>)

#### *Log in data*

To subscribe to our newsletter, we only need your name and e-mail address.

Additionally, we offer to forward us your employer and your place of residence. This information is only used to personalize the newsletter and to better target our content.

#### *Analyzes and reports*

Our newsletters contain a so-called "web-beacon", a pixel-sized file that is retrieved from the MailChimp server when the newsletter is opened. This file initially collects technical information, such as information about your browser and your system, as well as your IP-address and time of retrieval. This information is gathered to improve the technical performance of MailChimp's services.

Statistical surveys provided by MailChimp also include determining if newsletters were opened, when they were opened and which links were clicked. For technical reasons, this information is directly linked to each individual newsletter recipient. However, it is neither our desire nor that of MailChimp to observe any individual users. The evaluation reports are only used to better get to know our readers' preferences and adapt our contents accordingly to their interests.

#### *Site transmission and Data management*

In some cases, we redirect our newsletter recipients to the MailChimp website. For instance, all our newsletters contain a link that allows newsletter recipients to retrieve the newsletter online (in case

of display problems caused by your email programme). Furthermore, newsletter recipients can update their contact data directly on the MailChimp website and the company's privacy policy (linked above) is only accessible on their website.

In this context, we also would like to point out that MailChimp's website uses cookies, collecting personal data. These data may be processed by MailChimp, their partners and third party service providers (e.g. Google Analytics). We have no influence on this data collection process whatsoever. For more information, consult the privacy policy of MailChimp. Please note that you have option to block certain cookies by submitting the following opt-out requests:  
<http://www.aboutads.info/choices/> and <http://www.youronlinechoices.com/> (for Europe only).

#### *Unsubscribe Newsletter/Withdraw consent for data processing*

You can cancel our newsletter at any given time, hence withdraw your consent for data processing and storage. By unsubscribing our newsletter service all your personal data will be removed from our database and MailChimp (including all statistics, reports and analyzes connected to your individual data). Please note that, due to technical reasons, it is not possible withdraw your consent for MailChimp's analyzing tool, without unsubscribing our newsletter.

To cancel our newsletter, please click on the unsubscribe link placed at the bottom of each newsletter OR email our office: <mailto:secretariat@hands-on-international.net>.

#### *Legal basis of General Data Protection Regulation (GDPR)*

In accordance with the provisions of the EU Data Protection Regulation (GDPR) (<https://gdpr-info.eu/>), which will apply from 25 May 2018 onwards, we hereby inform you that our request for your consent to processing your personal data is based on Articles 6 and 7 GDPR. The use of the newsletter service provider MailChimp, its statistical survey and analyzing tools, as well as our recording of the registration process, are based on our legitimate interests in accordance with the legal requirements of GDPR. Our main concern is to operate a user-friendly and secure newsletter system, serving our business interests and satisfying the high expectations of our users.

#### **Membership**

Applicants can register for our membership by filling out the membership request on our website or by sending an email to <mailto:secretariat@hands-on-international.net>.

In order to join our association, we request the following data:

- Full name of at least one contact person
- Organization name
- Type of organization
- Billing address / and name of billing entity (if different from organization name)
- Name & email address legal representative/contact person
- Organization's Website and Facebook page (optional)

These data are stored in our address database, only accessed by the executive team (two people). In the case of leave or illness of the same, a deputy with temporary access may be used in urgent exceptional cases. All data forwarded by the member can be updated any time by contacting <mailto:secretariat@hands-on-international.net>.

The board of Hands On! does not have access to this data.

The email address provided by the member organization will be used to directly contact the institution's contact person(s), regarding matters related to the membership (invoices, payment reminders, member information, contact requests), but we do not share them with any third parties. Mass emails to multiple members are always sent as BCC (blind copy) and other members do not see the other recipients (if any) of the correspondence. In order to be able to adapt the information to the needs of our members and to optimize our processes, we reserve the right to send member emails via MailChimp if necessary. For further information on the newsletter service provider MailChimp, please consult the "Newsletter" section of this statement.

Unless not explicitly requested by the member, invoices for the annual membership fee will be sent at the beginning of the year as printed letters to the billing address provided by the member. Payment reminders are sent as letters and emails to the contact addresses listed in the database.

The name of the member organizations (but not of the contact persons) accompanied by the link to their website is displayed on our publicly accessible member page. Additionally, we offer to add your organization's facebook page to the 'pages liked by this page' section of our official facebook page. We also might share or otherwise engage with posts of your business facebook page. If any of these practices are not desired, please let us know via [mailto: secretariat@hands-on-international.net](mailto:secretariat@hands-on-international.net). The employee responsible will fulfill your request as soon as possible (please note that we usually do not have substitution staff in case of holidays and sick leaves) and inform you when your request is completed.

Other members might be granted access to our accounting upon request at our annual general assembly, before stating their approval to our accounts of the previous year. Members, who do not wish to have their billing details on display for other members, can request their addresses to be blackened for the occasion of the general assembly. Please note that this request has to be made at least 10 days before the general assembly. Additionally, we would like to add, that members

requesting access to our accounts is not a common practice in our association and was not executed in the past due to the lack of requests.

In course of the annual auditing process, which is required by law, two auditors are given temporarily access to our accounting. This includes billing data of our members and business partners as displayed on incoming and outgoing invoices, and transaction details.

Statistical data about our members, such as number of members and countries of origin (excluding names or contact details) are generated on a regular basis for internal (strategy development) and external (PR) use. However, these statistics are exclusively generated by the executive team, and personal data is not accessed by any third party.

Hands On! will under no circumstances share any personal data of members apart from the procedures listed above.

As soon a membership is deactivated (Cancellation, expiration, exclusion, cancellation, etc.) the personal data will no longer be put to use. Upon request, we will conduct full erasure of all archive data connected to the former member, with respect to legally required storage and retention periods (accounting).

## **Correspondence**

In general only one staff member operates all Hands On! communication and correspondence channels.

### *Email*

For email traffic, we use a connection secured by HTTPS encryption. Only in the events of an unplanned absence over a longer period, substitute staff approved by the Hands On! board will be granted temporary access to the email accounts in order to maintain our services.

### Phone

Hands On! does not record any phone calls, nor do we process or store phone numbers other than for the purposes of settling the given request. WhatsApp conversations and text messages are deleted as soon as the purpose of the correspondence is fulfilled.

## **Events**



Hands On! organizes several events, such as sessions, preconferences, conferences, study visits, symposiums, etc. throughout the year. All personal data collected in the context of such an event (usually first name, last name, institution, city, e-mail address, etc.) will be processed and stored as part of the preparation, execution and follow-up of the event. In the course of the registration process for each event, we will inform you about the data processing course of action and ask for your permission to do so. For further operational details concerning data processing practices for an individual event, please consult the information provided in the registration form or registration section on our website. Please note that procedures and data usage might differ from event to event, but will never be executed without providing you with detailed information and collecting your explicit permission.

As Networking is important to us and we aim to maintain an active community, participants lists containing first name, last name, institution, location and email address are disseminated in the course or follow-up to all event participants. Of course, you have the right to object your personal data being included, just let us know by not ticking the according check-box, or email to <mailto:secretariat@hands-on-international.net>

As part of our events, we also take photos and videos, which may be used for reports and online display (Website and social media outlets). In the course of the registration process, the same consenting procedure as described in the previous paragraph about the participants list will be put into use.

#### **Right to access, rectification & erasure**

With respect to GDPR articles 15, 16 and 17 you have the right to obtain information about your personal data processed and stored by Hands On!, including their origin, dissemination and purpose of storage free of any charge. Furthermore, you are entitled to request rectification, temporary suspension of processing or full erasure of any data connected to your person. For further information on this or any other item of this statement, do not hesitate to contact us via <mailto:secretariat@hands-on-international.net> or 00436766286168. Please note that some requests have to be put into writing in order to be processed.

**We would like to point out that according to article 21, GDPR, you are entitled to object the processing of your personal data by our association at any given time. Please contact <mailto:secretariat@hands-on-international.net> for further assistance.**