

Data processing and protection

The Estonian Institute of Historical Memory (hereinafter Institute) is a not-for-profit foundation that operates according to private law and in public interest. Data processing follows the legislation in force.

General principles

- In its activities, the Institute processes personal data in a capacity necessary for achieving the Institute's goals.
- Personal data that comes into the Institute's possession will only be used for the purpose for which it was handed over.
- The Institute neither sells nor rents personal data to third parties.
- The Institute does not allow third party access to personal data.

Data collection, processing and protection

1. The Institute does not disclose personal data of people who have contacted the Institute by email or by other means of communication to third parties without their permission. Emails that have been sent to the general email address will be reviewed and forwarded to the employee that can handle the matter in question. Information sent to the Institute by mail will be reviewed, and if necessary, passed on to the relevant employee(s). The Institute does not disclose the senders' names to third parties and ensures the safety of correspondence by using Google services.
2. The Institute retains information given to the Institute by current and prospective donors. This may include contact information, financial data, information on the history of the donation, and other similar data. The Institute uses the services of LHV Pank to gather donations via an online website, which processes personal data that is necessary for transferring the payment. Donations made via mnemosyne.ee, communistcrimes.org, kogumelugu.ee, and patareiprison.org will be received on our bank account in LHV Pank or Swedbank.
4. The Institute has bank accounts in Swedbank and LHV Pank, both of which process the personal data of donors according to the respective bank's privacy policy and legislation in force. The Institute retains and processes personal data about donations for accounting and tax purposes until the fulfilment of such obligations, as well to analyse the donors' statistics.
5. The Institute receives personal data (CVs, photos, contact details, etc) via candidates' applications, who respond to a job ad or look for a job on their own

initiative. The Institute retains and protects such data with the aim of keeping in contact with parties interested in the Institute's activities. The Institute processes its employees' personal data in accordance with legislation and their employment contract.

6. The Institute processes the personal data of prospective and current volunteers and interns for the purpose of recruitment and administration. This might include information pertaining to their curriculum vitae, contact details, references, etc. The Institute retains and protects such data with the aim of keeping in contact with parties interested in the Institute's activities.

7. The Institute processes and stores all personal data that is necessary for accounting and administration purposes, and for the purposes of retention required by our contractual reporting obligations to funders, in accordance with the legislation in force in Estonia.

8. The Institute processes and stores all data it receives during events, campaigns or other Institute's activities from people who volunteer to disclose their personal information in registration forms, or via email, phone, or other means of communication. The Institute retains and protects such data with the purpose of keeping in contact with parties interested in the Institute's activities.

9. The Institute's newsletter subscription membership and readership information is confidential and restricted. The Institute uses the services of either Zone Media AS or Google for email lists' administration.

Website and cookies

The Institute uses the virtual server of Zone Media AS for its website administration. The servers of Zone Media AS are located in the territory of the European Union. The website uses default HTTPS encryption and other technologies to increase the users' privacy and safety.

The Institute uses cookies to analyse activity on the website using Google Analytics software, with the purpose of improving usability. Google Analytics anonymises users' IP addresses.

Social media

The Institute uses various social media platforms (Facebook, Twitter, Instagram, YouTube, Vimeo) to improve the quality of its activities. The Institute does not

generally export the users' information from its Facebook page. Please acquaint yourself with the privacy policy of the social media platform when using the Institute's social media pages.

Rights of data subjects

Please contact the Institute directly if you wish to exercise your right to access information, to acquaint yourself with your personal data or to rectify, erase, or stop the use of personal data.

Each data subject has the right to file a complaint with an independent supervisory authority (Estonian Data Protection Inspectorate) or a court in Estonia in order to protect their rights.

Questions and further information

If you have questions or need any further information, please contact us at info@mnemosyne.ee.

Terms of service

This website is administered by the Estonian Institute of Historical Memory foundation (hereinafter EIHM).

Website refers to the entire web page and its content, including its entire material, structure, and design.

Please acquaint yourself with the terms of service upon the first time use of the website and take into consideration that the terms of service may change without prior notice. The terms of service cover the exclusion of liability, copyright and the protection of personal data.

Exclusion of liability

The Estonian Institute of Historical Memory foundation has created this website to inform the public of our activities. Our aim is to ensure the accuracy and timeliness

of the information available on the website. We will endeavour to correct possible errors if such errors are brought to our attention.

The Estonian Institute of Historical Memory assumes no liability or obligations with regard to the information presented on the website.

This information:

- is of general nature and does not aim to analyse the circumstances concerning any specific individual;
- may not be all-encompassing, comprehensive, accurate nor up-to-date;
- is sometimes connected to external websites via links, over which we have no control, and for which we assume no liability.

We aspire towards avoiding technical errors. Some data or information presented on the website may be created or structured in the form of files or in such formats that are not without fault. Hence it is not possible to ensure that such problems will not cause disruptions in our services or have some other similar effect. The Estonian Institute of Historical Memory foundation assumes no liability for any issues that may occur while using the EIHM website, or external websites that are linked via the EIHM website.

Copyright

As the user of this website you agree that the copyright and intellectual property of this website belongs to the Estonian Institute of Historical Memory foundation.

Use of content

The content of this website may not be copied or publicised elsewhere without our consent:

- Only personal and not-for-profit educational use is permitted. If any of the EIHM website's content is reproduced, either fully or partially, it may not be altered and must contain a reference.
- The reproduction, republishing, or otherwise reissuing of this website's content in such manner that it is publicly available elsewhere is not permitted, except in cases where the EIHM has issued a permit for such purposes. If you do not have a permit, you must add a link or reference to this website.
- All other uses of the website's content, including copying, storing or reproduction of content, either fully or partially, for purposes other than

personal use or not-for-profit educational use, is forbidden without EIHM's permission.

Violation of these terms of service may result in civil or criminal liability or misdemeanour proceedings.

For other uses or in case of questions, please contact us directly.

Linking

In order to link to the EIHM website, no permission is required, provided that you do not use the Estonian Institute of Historical Memory foundation's logo or other visual content without permission, nor reference that your website is approved by or connected to the Estonian Institute of Historical Memory in any capacity.

Feedback

We welcome feedback and proposals that help us improve the website. If you wish to contact us, please do so via the email provided below.

Protection of personal data

Information regarding personal data protection is available here.

Contact

If you have any questions, please contact us at info@mnemosyne.ee