

INTERNAL RULES OF ENS-YGN

Revision 4.1

September 16th, 2023



PRELUDE

The European Nuclear Society Young Generation Network (ENS-YGN) supports and works within the Statutes of the European Nuclear Society (ENS). In addition, the ENS-YGN operates according to the Internal Rules stated within this document.

SECTION I – NAME, REGISTERED OFFICE, TERM, ACCOUNTING PERIOD

ARTICLE 1 Name and designation

The ENS-YGN is a sub group affiliated to the non-profit-making association known as “The European Nuclear Society”; using “ENS” is allowed. Term

The constitution and dissolution of the ENS-YGN is bound by Article 3 of the ENS Statutes.

SECTION II – AIMS

ARTICLE 2 Aims

The aims of the ENS are to promote and to contribute to the advancement of science and engineering in peaceful uses of nuclear energy by all means and in particular by:

- a) Fostering, organising, and coordinating the activities of the Member Organisations;
- b) Encouraging exchanges between the Member Organisations;
- c) Encouraging the exchange of scientists and engineers between different countries;
- d) Disseminating information;
- e) Ensuring that the ENS has adequate means of publication;
- f) Sponsoring meetings devoted to scientific and technical matters;
- g) Fostering engineering education and training;
- h) Encouraging scholarships;
- i) Co-operating with international governmental and non-governmental organisations and with other organisations having similar aims;
- j) Promoting international standardisation in the nuclear field;
- k) Encouraging the formation of organisations of nuclear scientists and engineers in places where no such organisations yet exist.

The ENS can undertake any operations either directly or indirectly related to its aims or can share activities that are similar or connected to its aims.

Within the frame of above aims, ENS-YGN, as a subgroup within ENS, dedicated to young professionals and students, promotes and contributes to the advancement of science and engineering in the peaceful uses of nuclear technology by all suitable means and in particular by:

- a) Providing a platform of communication and cooperation between the Member Young Generations;
- b) Promotion of knowledge exchange;
- c) Training and encouraging new leaders;
- d) Supporting attraction and retention of students and young professionals in the nuclear field;
- e) Providing a platform for career development and networking among young people.

Further, the ENS-YGN supports the aims of the ENS listed in Article 5 of the ENS' Statues.

The ENS-YGN can undertake any operations both directly, or indirectly, related to its aims and can share activities that are similar or connected to its aims.

SECTION III – ACTIVITIES

ENS-YGN is performing and supporting regular activities to fulfil its aims and contributing to its visibility. Maintaining the high quality of these activities is the responsibility of the ENS-YGN Core Committee members.

ARTICLE 3 Jan Runermark award

This prize is an award to a senior member of the Nuclear Community for their vigorous support to young generation activities. The nominee has selflessly volunteered their time, energy, passion, and expertise to YGNs.

Candidates for the Jan Runermark award (JRA) should be announced by Core Committee members at latest six week prior to the first Core Committee Meeting (CCM#1) of a year to the ENS-YGN board, including the requested nomination documents named in Annex A. If no nominations are hand in within time, the Chair/Vice-Chair can decide to prolong the nomination period until latest six weeks before the CCM#2, leading to the selection of the JRA winner at the CCM#2. The Chair/Vice-Chair officially announces the candidates list (only name, pronouns, country, and current position) and the according nomination documents to the voting Core Committee after the closure of the CCM#1 registration. –During the CCM#1, the Core Committee elects a winner. The conferment must be completed by the end of the same year. In case the announcement of the nomination period was not conducted during CCM#3 the previous year, the Chair/Vice-Chair have to announce it as soon as possible after. Annex A includes the eligibility criteria, the nomination procedure, the awarding procedure, and the nomination form.

ARTICLE 4 European Nuclear Young Generation Forum

ENS-YGN supports the organisation of the European Nuclear Young Generation Forum (ENYGF) every two years. At least one local host and ENS-YGN jointly organise this forum. ENS-YGN carries the ENYGF initiative and name. Among the ENS-YGN delegation, Core Committee members can apply to use the ENYGF name and host the conference.

The local host and ENS-YGN are co-responsible for the success of the forum. With this prospect, ENYGF is to be jointly organised by the ENS-YGN and local host through a co-liability process. Responsibility and financial shares should be contractually determined at the latest nine months prior to ENYGF. Under ENYGF name rights, a minimum of 20% of the balance sheet is of ENS-YGN charge.

ENS-YGN will promote the event through their website, national networks, and other communication channels.

SECTION IV– MEMBERSHIP

ARTICLE 5 Membership structure

ENS-YGN comprises members of ENS. Additional members can join the Committee upon a 2/3 majority vote and an ENS mandate.

SECTION V – CORE COMMITTEE

ARTICLE 6 Core Committee composition

The Core Committee comprises:

- Delegates appointed by the Members;
- The Chair;
- The Vice-Chair;
- A Financial Manager;
- Any additional Board Member, i.e. Communication Manager, Webmaster, if appointed.

ARTICLE 7 Delegates and Observers

Each Member appoints its delegates to the Core Committee and then has to inform the ENS-YGN Chair or Vice-Chair of their names within one month after their appointment. The delegation of each Member state comprises its chair and a maximum of two other delegates. The mandates of the delegates are revocable.

The eligibility rule within each Member's rule, e.g. age constraint on being eligible for YGN membership, restricts delegates. ENS-YGN board members are only allowed in their positions within their 35th year. Therefore, applicants for board positions with a duration of two years cannot be older than 33 years on the day of election. Exemptions apply. A short extension of the age limit is allowed at the discretion of the members.

Observers from other organisations may attend a Core Committee meeting (CCM) by invitation of the Chair. There is no age limit on the observer's participation.

ARTICLE 8 Election of the Board

The Board members are elected by the Core Committee among its delegates for a term of two years and are elected by a simple majority (as defined in ARTICLE 19 and ARTICLE 20). The Chair is eligible for a maximum of two terms.

The maximum age for a candidate for the Board is bound by the criteria of ARTICLE 7. If the elected Chair and Vice-Chair hold the position of chair in their Member organisation, and other delegates of the country are part of the Core Committee, the corresponding Board member has to resign from their position of national chair. Exemptions apply only if the Vice-Chair is the sole delegate of their Member organisation.

If the election of an incoming Chair is not conclusive, the outgoing Chair remains in charge until a new one is elected. Elections are repeated until a new Chair is elected.

ARTICLE 9 Revocation of the members of the Board

The mandate of any of the Board members is revocable by the Core Committee by a simple majority. At least 1/5 of the total Members should express their wish to revoke any of the Board members in a CCM. The voting is announced on the agenda of the CCM and takes place the following CCM.

If the revocation of the Chair, Vice-Chair, or Financial Manager is confirmed, the responsibilities are taken over by the Vice-Chair, Chair, or the body of the Core Committee, respectively. This structure stays in place until the Core Committee (for Chair/Vice-Chair) or the Chair/Vice-Chair (for Financial Manager) organises next elections.

If the revocation of any other Board member is confirmed, the Chair and Vice-Chair take over the responsibilities until the positions are filled by election.

If the revocation of the Chair and Vice-Chair is expressed simultaneously, the Core Committee takes over the daily organisation of the ENS-YGN until a new Chair is elected.

ARTICLE 10 Power of the delegates

The Major Decisions of the delegates are:

- To adopt and modify the Internal Rules;
- To elect and revoke the Board members;
- To establish Sub-Committees;
- To establish and dissolve Committees under its authority and confer tasks on them;
- To determine the annual budget and business plan;
- To determine the location of ENYGF (see ARTICLE 4).

The delegates can call an extraordinary CCM if 1/5 of the total number of Members, Organisations, and Associate Members express such a request and propose the agenda for the meeting.

The Major Decisions are not exhaustive.

ARTICLE 11 Tasks of the Board members

The Chair:

- Calls and chairs meetings of the Core Committee and proposing the agenda of these meetings;
- Represents the ENS-YGN at ENS Board of Directors and General Assembly Meetings;
- Presents a proposal for the annual budget to the ENS Board in due time for the preparing of the ENS budget;
- Represents the ENS-YGN at an international level;
- Invites Observers from other organisations to attend the CCMs.

The Vice-Chair assists the Chair in the tasks described above.

The voting rights of the Chair and Vice-Chair are explained in ARTICLE 8. The Chair or Vice-Chair can ask the Core Committee to decide whether the decision is Major by a simple majority.

The Financial Manager:

- Reviews and agrees on the ENS-YGN budget strategy with the Chair and Vice-Chair prior to CCM1;
- Is part of the presentation and documentation of the budget strategy at the first yearly meeting;
- Audits the operation of the budget throughout the year and presents a statement during the CCM2 and CCM3 meeting on the budget spent and planned costs;
- Develops lean ways of working and improvements of ENS-YGN financial commitments and spending.

The Communication Manager:

- Maintains the social media channels and observes current trends;
- Develops a communication strategy prior to CCM1 for the following year;
- Explores possibilities for the ENS-YGN to get involved or active.

The Webmaster:

- Maintains the backend of the website, cloud, and content relation management tool;
- Supports the Chair and Vice-Chair in their digital needs;
- Brings in new ideas to reduce the administrative workload.

If the position of the Communication Manager or Webmaster stays vacant, the Chair and Vice-Chair distribute the work among them until the position is filled. If deemed necessary, additional Board members could be elected to perform a specific function.

ARTICLE 12 Remuneration

The delegates and the Board members are non-remunerated. Expenses incurred in carrying out specific tasks may be reimbursed on the agreement between the Chair, ENS, and the expense carrier. The guidelines on reimbursement can be found in Annex B.

ARTICLE 13 Core Committee meeting frequency

The Core Committee aims to meet three times a year but shall meet at least once per year in order to approve the annual budget and business plan.

ARTICLE 14 Core Committee meeting organisation

All CCMs are to take place on the days and at the time stated in the convening call. This call is to be drawn up and sent out in written form by the Chair in collaboration with the local host with at least six weeks' advance notice. All Members shall be invited to each CCM. The call of the meetings shall include the proposed agenda.

The guidelines for the organisation of the CCM can be found in Annex A.

ARTICLE 15 Minutes of Core Committee meeting

The decisions of the Core Committee are to be recorded in the Minutes of Meeting (MoM) by the secretary of the meeting, who is appointed by the Chair among the delegates. The secretary shall send drafted MoM in written form to the Core Committee members within four weeks of the meeting. The MoM are accepted at the following CCM. They are distributed to all delegates and present observers.

ARTICLE 16 Subcommittee composition and establishment

Upon request from the chair, the Vice-Chair or a member, a subcommittee can be found. The members must approve the request by a simple majority. Examples for sub-committees: Grants Committee, Communication Committee, etc.

ARTICLE 17 Subcommittee election

Delegates are requested to pose their candidature at the start of the election process of the Subcommittee. A simple majority fills the positions of the Committee in consecutive order.

ARTICLE 18 Subcommittee responsibilities

The Committee handles its tasks allocated to them. This includes the organisation, for example, of a grant program or a communication strategy. The committees must report regularly to the chair (at least once a month).

SECTION VI – DECISION PROCEDURES

ARTICLE 19 Core Committee decision prerequisites

The decisions of the Core Committee are to be taken during the CCM. Votes shall be secret upon request from any Core Committee Member.

Only Member Organisations may vote. Each country has only one vote. The CCM is deemed as being legitimately convened if the number of Member Organisations and Associate Members who are present is at least six. Major Decisions can only be taken if the number of Member Organisations that are present is at least ten.

Electronic voting is permitted as long as the eligible delegate is present online at the meeting. The secrecy of the online vote has to be ensured if the voting is not open..

ARTICLE 20 If the vote reaches a tie, the Chair decides. Voting by proxy

Members who cannot send a delegate to the CCM (in-person or online) are requested to give a proxy to a person within its own organisation or to another delegate member or the Chair or Vice-Chair. Otherwise, it is assumed the Member supports the decision made by the Core Committee. A delegate of the Member informs the ENS-YGN Chair about the assignment of the proxy at least one week before the CCM.

ARTICLE 21 Decisions on single proposals

A decision is taken when half or more of the votes, including proxies, are in favour (simple majority).

Major Decisions—major constitutes a decision that changes the working operation of the committee—are to be voted under the majority of 2/3 of the votes, including proxy (2/3 majority).

ARTICLE 22 Decisions on multiple proposals

In case a decision has to be taken among multiple proposals, the decision is made by a simple majority. If the simple majority is not reached in the first round, then the decision is to be made between the two major (with the most votes) proposals.

In case they cannot be determined (tie), all proposals with the two highest scores will be subjected to a ranking procedure. The ranking procedure comprises each voter giving two points to the first preference and one point to a different preference. In case of a further tie, the Chair chooses the two major proposals. With the two major proposals, there will be the simple majority rule applied.

SECTION VII – TREASURER and SECRETARY-GENERAL

ARTICLE 23 Treasurer and Secretary-General

The ENS-YGN is supported by the ENS' Treasurer and Secretary General as detailed within Article 28 of the ENS' Statutes.

SECTION VIII – FINANCIAL RESOURCES

ARTICLE 24 Financial resources

The financial resources of the ENS-YGN comprise a budget from the ENS's financial resources. Additional income generated from the ENYGF is transferred to the ENS-YGN account. This income is designated for travel grants or conference attendance grants.

ENS may seek and manage additional income from EU grants, project sponsorship or equivalent. This will be managed on a case-by-case basis and criteria for the use of the financial resource specified within the writing and endorsed by the committee.

SECTION IX – MODIFICATION OF INTERNAL RULES

ARTICLE 25 Modification of Internal Rules

Any Member of the Core Committee can propose modifications of the Internal Rules. This must be announced on the agenda of the next CCM. The modification of the Internal Rules has to be approved by the majority of 2/3 of the Core Committee (2/3 majority).

The internal rules will be reviewed periodically to allow the most current operating logic to be contained. The period of review shall take place during the second year of the chair.

SECTION X – GENERAL DATA PROTECTION REGULATION

ARTICLE 26 Implementation of the General Data Protection Regulation

As enforceable from EU legislation since 2018, the ENS-YGN (as part of the legal entity ENS) commits to the General Data Protection Regulation (GDPR) to ensure appropriate data security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage. Therefore, the ENS-YGN includes all required documents in their statutes, which are:

- Data Protection Policy (ANNEX D),
- Privacy Policy (ANNEX E), and
- Data Retention and Destruction Policy (ANNEX F).

The board is in charge to gather consent of every person actively involved of the ENS-YGN (e.g. grants, CC member, projects, etc.). Consent within the members is valid in typed form of the full name whilst external consent has to be validated with a signature (electronic or physical).

ANNEX A – Guideline for the Jan Runermark Award

The Jan Runermark Award (JRA) was created at the ENS Steering Committee meeting in Dresden on 24 November 1995, in memory of Jan Runermark, the initiator and founding father of the Swedish Young Generation Network and promoter of the ENS Young Generation movement. Jan Runermark, at the time President of ABB Atom and President-Elect of the European Nuclear Society, died in a tragic car accident on 25 July 1995.

ENS YGN honours Jan Runermark annually by handing out Jan Runermark Award to a senior professional that have showed through their action during their carrier that has given outstanding service, to the benefit of the young generation and young professionals and has done so in compliance with the goals defined in the YGN Terms of Reference.

Eligibility criteria for the JRA:

- The nominee must still be part of the national society and in long-term (>5 years) voluntary service for the YGN
- The nominee must be
 - making a difference to the (inter-)national nuclear community, especially regarding the YGN, or/and
 - enhancing the YGN's reputation, or/and
 - encouraging the YGN's in innovation and entrepreneurship, or/and
 - changing things within the society, with an emphasis on achievements for the YGNs.
- In case the candidate has also provided support to the YGNs at international/European level, it should be explicitly stated as an additional merit on the application form
- The nominee is not involved in a responsible position within the ENS

Nomination procedure:

- The Chair/Vice-Chair will accept nominations via e-mail until one week before the CCM#1 of each year.
- The e-mail should include:
 - Filled out nomination form (see end of this Annex) including the nomination description, explaining why the nominee is nominated
 - Max. two supporting letters to back up your nomination—these should be from people who know the nominee personally and not from the nominators
 - You *can* include any evidence you have of recognition your nominee has received for their achievements, for example, articles, photos or letters

The ENS-YGN awards the JRA to a person exclusively on the merit of their contributions, regardless of nationality, language, religion, or sex. The winner of the JRA will be selected by the Core Committee during the CCM#1 during each year from a list of candidates submitted by member societies of ENS-YGN. For the election process, ARTICLE 21 of the Internal Rules applies. Each member society will

identify its nominees as appropriate to the given Article in this Internal Rules. The member society that nominated the winner will be notified immediately after the selection process during the CCM#1 (if present) or within 24 hours after the election via phone or e-mail (if not present). Nominees who are not elected may be nominated for re-election as early as the next call for nominations.

Awarding procedure:

The winner should be contacted by the nominator within four weeks of the CCM#1. Part of this communication should be the options for the award ceremony (see below). The awardee's decision shall be communicated to the Chair/Vice Chair within six weeks of the meeting, indicating which of the following options the awardee has chosen.

These are the awarding options:

1. Attendance ENS conference

a. The preferable approach is if the awardee could attend one of the ENS conferences to receive the prize in with an adequate level of recognition. These are:

- European Research Reactor Conference (RRFM)
- Water Reactor Fuel Performance (TopFuel)—only the European meeting (biannual)
- Safety in Reactor Operations (TopSafe)
- Communicating Nuclear (PIME)
- Nuclear Education and Training (NESTet)

All information about the conferences can be found on the homepage of ENS, section “Conference and Events”. Request the awardee of their attendance (availability) at any of these conferences (even if only for a day).

b. If attendance at any of the ENS conferences is not possible, but in the same year, an ENYGF takes place (biannually), the same applies as for the ENS conferences.

2. National society events

a. If none of the options from option 1 are possible, the final option is to hold the awarding ceremony at one of your national society's events until the end of the same year. Ideally, it is an annual meeting or similar, in which the condition frameworks are appropriate for the occasion.

After the six-week contact and decision period, the Chair/Vice-Chair contact the awardee individually to communicate the award ceremony at their selected option.

The award comprises a glass trophy and a framed certificate.

The Chair/Vice-Chair is responsible for:

- Preparing the trophy and certificate,
- Communicating the awarding set-up,

- Conducting the JRA ceremony (or assigning a national representative).

The JRA will be given by the Chair of ENS-YGN, or in the event of their absence, by either the Vice-Chair or the nominator's country YGN representative. ENS-YGN will pay the administration expenses for the JRA. The costs of the recognition ceremony will be borne by the hosting member society. Travel expenses for the winner of the JRA will be borne by the member society that nominated the Winner.

ANNEX B – The guidelines for the organisation of the Core Committee meeting

Preliminary information

The CCM local host should provide the Chair eight weeks in advance with the following information about the meeting:

- Local contacts of your society;
- Meeting location and time (in/formal dinner, CCM, tours) including link/map for the location;
- Schedule of events (regarding tours/visits and dinners);
- Suggestions for accommodation (area where people should look for hotels);
- Any other important information (transportation, security data, visa, ...);
- Travel advice (how to reach the city of the CCM, brief introduction to the city, currencies, Covid measures, getting around in the city);
- If already applicable: information of clothing for the visits if mandatory;
- For the registration form: any information from the participants needed (e.g. specific data related to access to Friday tour facilities, document number etc.).

Call for the meeting

The chair shall send the call for the meeting in cooperation with the local host to the Core Committee members by the official ENS-YGN mailing list six weeks in advance.

The call should contain information on:

- Meeting location and time;
- Preliminary agenda;
- Schedule of all events;
- Registration form;
- Suggestions for accommodation;
- Any other important information (transportation, security data, visa,...).

Members can propose additional items to the agenda until two weeks before the meeting. Here, the Chair shall send an updated version not later than one week prior to the meeting. Any further changes to the agenda have to be accepted by all present delegates at the beginning of the meeting. The agenda of the meeting should at least contain:

- Opening and agenda approval;
- Approval of MoMs of the last meeting;
- Actions from past meetings;
- Country reports & Chair report;
- Past events;

- Future events,
- Network organisational issues,
- Timeline of future CCMs,
- Any other business,

and could additionally include the following, depending on the timing of the meeting:

- Announcement for nominations for Jan Runermark Award (Last meeting of the calendar year);
- Voting for Jan Runermark Award (First meeting of the calendar year);
- Business plan for the current year (First meeting of the calendar year);
- Annual financial report for the current year (Last meeting of the calendar year);
- Approval of the annual budget for the next year (Last meeting of the calendar year);
- Election of the Board members (Intermediate meeting in the calendar year);
- Announcement for nominations of ENS Young Generation Forum (ENYGF) hosting countries (First meeting in the year when the ENYGF takes place);
- Selection of ENYGF hosting country (Intermediate meeting in the year the last ENYGF takes place).

The meeting

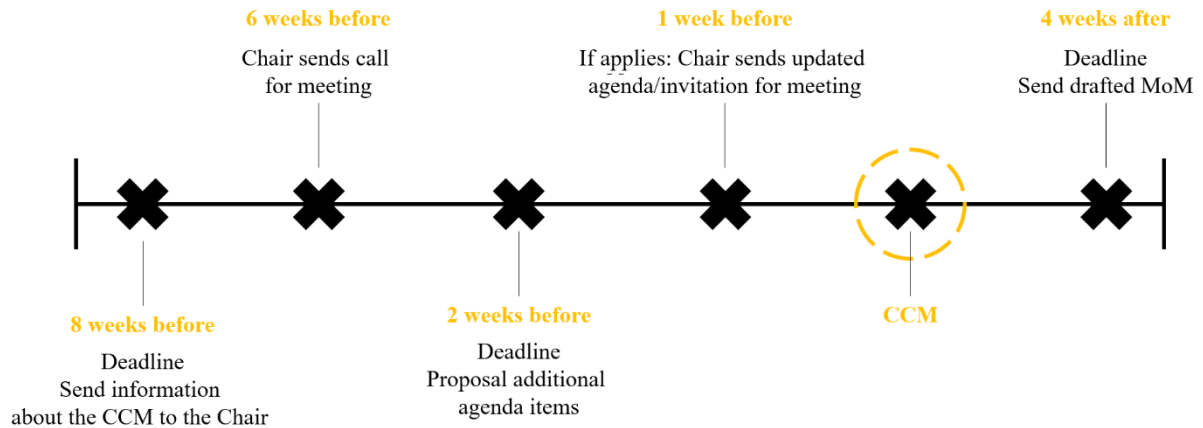
Preferably, the meeting is on Saturday, and the technical tour is on Friday. A workshop could follow the meeting.

The local host provides the technical support for the meeting:

- Wi-Fi Internet access;
- A projector to show the presentations;
- If available: webcam/microphone/speakers for hybrid meeting formats;
- Enough plugs/extension cords;
- Coffee, tea, and drinks;
- Simple lunch (e.g. sandwiches, pizza, etc.)—please have the intolerances/diets in mind—we aim to eat in the meeting room since we only have one hour lunch break;
- Some pieces of paper and pens.

The Chair opens the meeting and appoints a person for recording the MoM.

Before each agenda item requiring a decision by vote, the Chair checks if the quorum is reached and will remain so for the whole item. If the quorum is not reached, no decision can be made. Therefore, this item will be subject to an electronic voting process or be treated at the next CCM. When all agenda items have been addressed, the Chair concludes the meeting.



Guidelines for the meeting agendas

CCM 1

- Longer country reports giving a wide overview to the Core Committee (5-10 minutes per country)
- Jan Runermark Award
- Budget presentation for the upcoming year
- Business plan for the upcoming year
- Announcing CCM3 location and date
- Biennial Call for ENYGF

CCM 2

- Biennial vote for the Board members
- Biennial vote on the new location for ENYGF
- Shorter Country Reports (3' max) on updates
- Announcing CCM1 location and date
- Grants committee for ENYGF or IYNC

CCM 3

- Financial Report of the past year, budget proposal
- Shorter Country Reports (3' max) on updates
- Announcing CCM2 location and date
- Announcing Jan Runermark Award call
- Review of the year and strategic discussions

ANNEX C – Guideline for the reimbursement of expenses

Rules for the refund of Expenses for Chair, Vice-Chair, and any other committee member who is given delegated responsibility for an ENS-YGN operation task.

1. General operation costs of ENS YGN

These costs will be reimbursed:

- Costs for web page and server
- Expenses for booths/exhibitions at conferences (e.g. copies, promotional items, sweets)
- Gifts for speakers
- Special events during conferences (e.g. social evening with refreshments served)

2. Travel costs

The following travel costs will be reimbursed:

- Travels on account of ENS
- Invitations to conferences/talks/meetings
- General Assembly and Board meetings of ENS (attendance advised once a year, conference call attendance should be encouraged)
- Attendance to ENS-YGN CCM—funding through third parties is encouraged (national network or company)

3. General Reimbursement rules

The inviting body should cover costs. If this is not possible, the following guidelines apply:

- Accommodation: Approx. 75-80€ per night (if higher, justification needed)
- Air travel: Economy class (ALARA principle: as low as reasonably achievable, this includes flights with connections that take one hour longer but are considerably cheaper). European flights should be max. 200-300€ in total.
- Train journeys are preferred.
- Car travels: Solely reimbursement of the petrol bill.
- Local transportation: Public transport costs are covered. Taxi costs are covered if justified (material transport to location, cheap taxi costs)
- Transportation from/to airport in the visited city: Local transport is encouraged, Taxi costs are reimbursed if justified. Airport parking is paid, if it is cheaper than other journeys to the airport (taxi, train). Also, pick up airport parking costs are covered.
- Food costs: Breakfast and one meal a day are reimbursed (no luxury food)—informal dinner of CCM is reimbursed. A maximum of two drinks per meal are reimbursed (excluding hard liquor).

4. Grants

The CCM grant committee can decide whether a grant is given for conferences or travel (invitation of speakers). The following rules apply:

The grantee awarded must satisfy the criteria which are set for the situation. The committee or grant sub-committee will state and endorse criteria. Receipts and proof of expenses which the grant is used for should be provided to the responsible member of the committee, such as the lead of the grants sub-committee.

5. Support for local YGN to host CCM

Upon an informal request of a local YGN to help to cover costs of the CCM organisation, the Chair and Vice-Chair can allocate 500€ to the organisation team. For reimbursement, an expense claim with the original bills must be handed in during the CCM.

ANNEX D – Data Protection Policy

Last updates: 01/09/2023

Definitions

Organisation	Means ENS-YGN, a section of the European Nuclear Society (ENS)
DPA	Means the Data Protection Act 2018 which implements the EU's General Data Protection Regulation.
Responsible Person	Means the person in charge within the ENS-YGN for day-to-day business and ENS for all other business.
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Organisation.
Members	Core Committee members and Observers which are part of the ENS-YGN.

1. Data protection principles

The Organisation is committed to processing data in accordance with its responsibilities under the DPA.

DPA requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical

purposes subject to implementation of the appropriate technical and organisational measures required by the DPA in order to safeguard the rights and freedoms of individuals; and

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a. This policy applies to all personal data processed by the Organisation.
- b. The Responsible Person shall take responsibility for the Organisation’s ongoing compliance with this policy.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Organisation shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually by the responsible person. Each board position holder should check the Register of Systems at the end of the board’s term.
This means:

1. Financial manager: financial matter, e.g. grants, reimbursements
2. Webmaster: IT, e.g. website, cloud
3. Chair/Vice-chair: all main businesses, e.g. CCM, Calls, Awards.

- c. Individuals have the right to access their personal data and any such requests made to the Organisation shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the Organisation must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. The Organisation shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Organisation’s systems.

5. Data minimisation

- a. The Organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. The Organisation shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving/removal

- a. To ensure that personal data is kept for no longer than necessary, the Organisation shall put in place an archiving policy (ANNEX F) for each area in which personal data is processed and review this process at the end of each term.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. The Organisation shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Organisation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

This also applies for breach of confidentiality of a member.

ANNEX E – Privacy Policy

How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information we (ENS-YGN) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at gdpr@ensygn.org.

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Communication with YGN Chair/Vice-Chair/(Country) Representative	Name E-mail Member information Phone number (optional)	Legitimate interests—this information is necessary for us to fulfil our work.
Communication with third parties (e.g. collaborations, requests)	Name E-mail Organisation	Legitimate interests—this information is necessary for us to fulfil our work.
Grant application and evaluation	Name E-mail Member information (if applicable) Age Other as required	Legitimate interest—this information is necessary to conduct the selection process
Grant approval	Bank account information	Legitimate interests—this information is necessary for us to reimburse you.
Signing up for the CCM	Name E-mail Member information Phone number (optional)	Performance of the CCM

Website/Cloud functionality	Website activity collected through cookies	Legitimate interests—it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.
Publishing articles/social media content/etc.	Name Member information If applicable: Voice Likeness	Consent
ENYGF registration and participation	Name E-mail Affiliation Position Age xxx	Performance of ENYGF or take steps to enter the ENYGF (contract)
JRA nomination	Of both nominee and nominator: Name Member information E-mail	Consent
Call application and online/in-person participation	Name E-mail Other as required	Performance of the Call
Third party collaborations/communication	Name E-mail Other as required	Consent
Providing member information to third parties on request	Name E-mail Member information	Consent

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- to enable connections/communications/etc. between ENS-YGN members;
- to connect outside enquiries to your national YGN;

handle applications and ensure the performance for events/calls.

3. When we share your data

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- We are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

4. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this.
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to delete your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website.

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website and the cloud. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

ANNEX F – Data Retention and Destruction Policy

ENS-YGN seeks to ensure that it retains only data necessary to effectively conduct its activities and work.

The need to retain data varies widely with the type of data and the purpose for which it was collected. ENS-YGN strives to ensure that data is only retained for the period necessary to fulfil the purpose for which it was collected and is fully deleted when no longer required. This policy sets forth ENS-YGN's guidelines on data retention and is to be consistently applied throughout the organisation.

1. Scope

This policy covers all data collected by ENS-YGN and stored on ENS-YGN owned or leased systems and media, regardless of location. It applies to both data collected and held electronically (including photographs, video, and audio recordings) and data that is collected and held as hard copy or paper files. The need to retain certain information may be mandated by federal or local law, federal regulations and ENS-YGN, as well as the EU General Data Protection Regulation (GDPR).

2. Reason for Data Retention

ENS-YGN retains only that data that is necessary to effectively conduct its activities, fulfil its mission, and comply with applicable laws and regulations. Reasons for data retention include:

- Providing an ongoing service (e.g. sending CCM invites, sending calls, social media content)
- Compliance with applicable laws and regulations associated with financial reporting by ENS-YGN
- Other regulatory requirements

3. Data Duplication

ENS-YGN seeks to avoid duplication in data storage whenever possible, though there may be instances in which for programmatic or other business reasons it is necessary for data to be held in more than one place. This policy applies to all data in ENS-YGN's possession, including duplicate copies of data.

4. Retention Requirements

ENS-YGN has set the following guidelines for retaining all personal data as defined in the society's data privacy policy.

- Website visitor data will be retained as long as necessary to provide the service requested/initiated through the ENS-YGN website.

- ENYGF data will be retained for the period of the event, including any follow up activities, such as the distribution of reports, plus any additional time required under the terms of event agreement.
- Board member data will be held for the duration of service on the Board plus the hand-over period. Exception is the past Chair: their data will be held for an additional 12 months after finishing their service on Board.
- Data associated with reimbursements of board members shall be held for the period of the duration of service. Then after the liability is transferred to the ENS as the legal person.
- All other data will be retained until the active board term ends. In case the acceding board announces a legitimate reason why certain data should not be destroyed, the board needs to provide information as to why the data should not be destroyed and document the reasoning in the Record of Change of the Internal Rules. This includes e.g.:
 - Contributor/JRA awardee data
 - Personal data of grantees
 - Member data
 - Grant/Call Application data
 - Third party data
 - Operational data related to program proposals, reporting, and program management

5. Data Destruction

Data destruction ensures that ENS-YGN manages the data it controls and processes it in an efficient and responsible manner. When the retention period for the data as outlined above expires, ENS-YGN will actively destroy the data covered by this policy. If an individual believes that there exists a legitimate business reason why certain data should not be destroyed at the end of a retention period, he or she should identify this data to the ENS-YGN chair/Vice-chair and provide information as to why the data should not be destroyed. The final decision on approval lies on the ENS-YGN board in discussion with the Core Committee.

Revisions

Date	Version	Reason for Change	Authors of Update
18/09/07	1.0	Initial Release	
08/11/16	2.0	Periodic update to include: <ul style="list-style-type: none"> • Improvements and clarity in the ENS-YGN operations • ENS-YGN financial management 	Eileen Langedger, Nathan Paterson
12/08/20	3.0	Communication Manager, Webmaster, CCM rules	Petros Papadopoulos, Jadwiga Najder
09/10/22	4.0	Clarification, Board members	Jadwiga Najder, Andrea Kozlowski
16/09/23	4.1	CC Requests: <ul style="list-style-type: none"> • Clarification JRA • Inclusion GDPR And related changes	Andrea Kozlowski, Paco Suarez