



REGULATION FOR THE IMPLEMENTATION AND/OR USE OF DISCORD



CHANGE HISTORY

Change			Description of change	Release	Stage
Nr.	Date	Version			
1	2020-11-21	1.0	-	-	initial version

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1. INTRODUCTION

Discord is an instant messaging online service for chat, voice and video conferencing, which is mainly used in the gaming sector. Also at IVAO it is now used for daily administration (IVAO Staff) or communication with the community. Accordingly, it is the responsibility of IVAO VZW to take appropriate technical and organizational measures to ensure the protection of the personal data of all members and to comply with the Data Privacy Law.

2. SCOPE

This checklist is obligatory for all IVAO institutions.

In case that items of the following checklist are not fulfilled, they have to be implemented as soon as possible after becoming known.

3. WHAT SHOULD I DO?

First of all you should work through the checklist below. It is important that the points are fulfilled. If something is unclear to you, please contact the responsible people. We have attached some more information in the annexes to help you get oriented. It is important that the consent is roughly the same as the one we provide you. If this is not the case, please correct yours.

4. CHECKLIST

#	Concerns	Description
1	Declaration of consent	
1.1	Is the processing based on a consent?	The link between IVAO profile and discord is only possible if consent is given.
1.2	Is the consent stored/documented?	IVAO has the obligation to prove that consent has been granted. For this reason it is important and necessary that the consent is stored (i.e. documented).
1.3	Does the consent refer to a right of withdrawal at any time?	The legal regulations require that, in the case of consent, the information that the consent can



		be withdrawn at any time.
2	Discord Server	
2.1	Does the server have different roles?	It must be ensured that not everyone can view all data and not everyone can change the settings.
2.2	Is the selected "Server Region" the EU?	It is urgent that the selected server region is the EU, so that any problems or extensions of consent are prevented.
2.3	Does the naming of user names comply with the rules (see description)?	The maximum number of personal information that can be displayed are the following: First name, VID, staff position John, 123456, DE-AWM The order and presentation is not decisive!
2.4	Is IVAO VZW (representing organ BoG) informed about the processing?	In the sense of the documentation it is necessary to store the processing. Therefore, the association's Board of Governors must be informed.
3	Workflow	
3.1	Is there a process to make sure that only names in the discord are changed if there is a permission?	No data may be processed without consent. This also includes the change of user names.
3.2	Is there a procedure if a member withdraws their consent?	Since processing is only based on consent, a process must be established to ensure that complete deletion (or anonymization) is guaranteed. This means that if I search for John Doe, I must not find anything more about him.

All questions must be answered with yes, otherwise there is a need to catch up.



5. ANNEX

5.1 CONSENT

Declaration of consent for the use of the Division/Department Discord

We use the Discord platform for the purpose of holding video and audio conferences, trainings, exams, webinars and other types of video and audio meetings. When selecting third-party providers and their services, we observe the legal requirements.

In this context, data of communication participants will be processed and stored on the servers of third party providers, as far as they are part of communication processes with us. This data may include, in particular, registration and contact data, visual and vocal contributions, as well as entries in chats and shared screen content.

References to legal bases:

The use is based on consent and constitutes the legal basis of the processing. Should further data be required, the user's consent is required separately.

An (automatic) deletion of the collected data will take place after the deletion of the IVAO account.

- **Processed data types:** first name, vid, content data (e.g. entries in online forms), usage data (e.g. websites visited, interest in content, access times), meta/communication data (e.g. device information, IP addresses)
- **Persons concerned:** Users of online services (such as training)
- **Purposes of the processing:** provision of services, contact requests and communication, daily administration, direct marketing.
- **Legal basis:** Consent (Art. 6 para. 1 sentence 1 lit. a. GDPR)

Right of withdrawal

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The undersigned has the right to withdraw this consent at any time with effect for the future without giving reasons. An e-mail to [e-mail address] is sufficient for this purpose. The lawfulness of the processing carried out on the basis of the consent until the withdrawal is not affected by the withdrawal.

Consequences of not signing

The undersigned has the right to disagree with this declaration of consent - however, since our service depends on the collection and processing of the data mentioned at the beginning, non-signature would preclude the use of the service.

Discord: Instant Messaging, chat, voice and video conferencing; service provider:: Discord, Inc., 444 De Haro St, Suite 200, San Francisco, California 94107, USA; Website: <https://discordapp.com/>; Privacy policy: <https://discordapp.com/privacy>.

5.2 SAMPLE FOR THE WEBSITE

I agree to the declaration of **consent** and that the processing can be carried out as appropriate. I have read the **privacy policy**.

JOIN DISCORD

"I agree to the declaration of consent and that the processing can be carried out as appropriate. I have read the privacy policy."



5.3 EXAMPLE WORKFLOW

