

Online Record Book (ORB) – Terms and Conditions

I. What is Online Record Book?

The Online Record Book (ORB) is an online journaling system enabling participants and leaders to record, store and track evidence of activities and progress within the Award. On the platform, participants will set up activities, record their efforts, upload evidence and submit assessor reports while Award Leaders will monitor progress and help as needed.

II. Who owns the Online Record Book?

The Online Record Book is owned by The Duke of Edinburgh's International Award Foundation and is made available to all countries that are delivering the Award as a way to register the activities of Award participants.

III. Who uses Online Record Book?

The Online record Book is mainly used by Participants and Leaders involved in the Award. In order to use the ORB, they need to make an account on the secured ORB platform. However, in order for them to register, an account for Award Centres also has to be set up.

- a. **Award Centres** – As the Award operates in different Award Centres, each Award Center needs to have their place on the ORB where Award Leaders and Award Participants will register.
- b. **Award Leaders** – Award Leaders use their accounts on ORB to approve participants and their activities, monitor the progress of their participants, and sign off Awards.
- c. **Award Participants** – Award Participants use their accounts on ORB to set up their activities, establish SMART goals, log their progress towards achieving their goals and send their activities for approval.

A participant can register on ORB at whatever level of the Award they wish (Bronze/Silver/Gold), considering the age restrictions(14/15/16 years old), and will have the same account for all the levels they are pursuing.

IV. How do you register on Online Record Book?

- a. **Award Centre** – In order to set up your Award Center on ORB, please go to onlinerecordbook.org, select Award Unit from the **Not Registered** menu, choose Award Centre and click Register. Then, choose the country where your Award Centre operates – Romania if your Award Centre is established in Romania - and fill in all necessary details.

Usually, a License Holder does not have an account on ORB, unless they are Award Coordinators as well.

If the License Holder is the same as the Award Coordinator, please select the appropriate box in the registration page. You will be prompted to fill in your personal details and create a password for your Award Leader account, which will be automatically set.

To complete your account, you will receive an email asking to validate your e-mail address. Please follow the steps in your e-mail. After that, your account will be validated on ORB in 24-48 hours.

If you encounter difficulties, please contact the Digital Programme Manager at adriana.zaharia@dofe.ro or the National Award Operator at office@dofe.ro.

b. **Award Leader** – In order to make your account on ORB, please go to onlinerecordbook.org, select Award Leader from the **Not Registered** menu, choose Award Leader and click Register. Then, choose the country where your Award Centre operates – Romania if your Award Center is established in Romania - and fill in all necessary details. You will receive an email asking to validate your e-mail address. Please follow the steps in your e-mail. After that, your account will be validated on ORB in 24-48 hours. If you encounter difficulties, please talk to your Award Coordinator, contact the Digital Programme Manager at adriana.zaharia@dofe.ro or the National Award Operator at office@dofe.ro.

c. **Award Participant** - In order to make your account on ORB, please go to onlinerecordbook.org, select Award Participant from the Not Registered menu, choose Award Participant and click Register. Then, choose the country where your Award Centre operates – Romania if your Award Center is established in Romania - and your Award Centre and fill in all necessary details. If you do not know who your Award Leader is, just select NO and continue. An Award Leader is going to be assigned to you by the Award Coordinator.

Profile Questions are available only for Ukrainian participants. Please skip Profile Questions unless you are a Ukrainian participant.

You are going to be asked to pay your participant registration fee online. Please contact your Award Leader for guidance, the Digital Programme Manager at adriana.zaharia@dofe.ro or the National Award Operator at office@dofe.ro.

You can find out more about payment in **Chapter V. Payment on Online Record Book.**

If you are under 18, an email with the parental consent will be sent to your parent / legal guardian for them to approve your participation in the Award programme. Please provide a suitable email address for your parent / legal guardian.

You will then receive an email asking to validate your e-mail address. Please check your Inbox and Junk/Spam folder.

Please follow the steps in your e-mail. After that, your account will be validated on ORB in 24-48 hours. If you encounter difficulties, please talk to your Award Leader, contact the Digital Programme Manager at adriana.zaharia@dofe.ro or the National Award Operator at office@dofe.ro.

V. Payment on Online Record Book

As an Award Participant, you are required to pay a Participant Registration Fee. This payment is done during your Registration process.

In order to pay the participant Registration fee, please follow the following steps:

1. Register via onlinerecordbook.org, as described above.
2. Fill in all necessary details (name, address, phone number, etc)
3. Read and confirm reading Payment and Refund policy
4. Choose online payment
5. Read and agree to the Terms and Policy of using the Online Record Book.
6. Set up a password (and your ORB account is made).

Online Payment:

A. If you are under 18, your parents receive an e-mail to give their parental consent and a link to pay the registration fee. The link contains authorization code – they do not need to login anywhere to provide the consent and the payment.

B. If you are over 18, you will be prompted to pay right after the registration.

You do not need to make any additional account in order to pay.

Your payment is secured and will be processed through Global Payments.

There are three Participant Registration Fees available, according to the Award Level the participant is pursuing. Each registration level grants you access to the use of the Online Record Book.

- **Bronze Level Participant registration fee** in amount of 75 RON– grants you access to the Bronze level account of your Award
- **Silver Level Participant registration fee** in amount of 75 RON - grants you access to the Silver level account of your Award
- **Gold Level Participant registration fee** in amount of 75 RON - grants you access to the Gold level account of your Award

The registration fee for each level is as stated in the Licensing Contract signed by the Award Centre with the Duke of Edinburgh's International Award Foundation Romania. Any change of the Participant registration fee will be announced to Award Coordinators within 60-30 days prior to the implementation of the change. Payment must be made in full at the time of registration via the available payment method on our website. All prices are inclusive of applicable taxes, unless otherwise stated.

Payment is made via secure payment gateway Global Payments. You pay directly by card, it is not necessary to have a GP account. Participant Registration Fee may be paid online by using VISA, Mastercard credit and Debits cards. (*Excluding American Express and Diners Club cards.)

1. **Refund policy:** The payment for ORB registration is non-refundable. Refunds are possible only in case of long-term malfunction of the system, which would prevent its use or in case of other circumstances according to the Romanian legal order. In case of any complications, please contact the National award Operator at office@dofe.ro.
2. **Security policy:** When purchasing from The Duke of Edinburghs International Award, card details are transmitted through a secure server.

For full Terms and Conditions of how to use, keep the safety of your account and termination of your account on Online Record Book, please read the Terms and Conditions in the Registration Page or in the next chapter.

By purchasing the Participant Registration fee, you acknowledge that you have read, understood, and agree to be bound by these Terms and Conditions.

If you have any questions or concerns regarding these Terms and Conditions, please contact us at office@dofe.ro.

VI. ORB Privacy Statement for Participants

Online Record Book Privacy Statement: Important information about how your personal information is treated

Your Online Record Book (ORB) account is the place where you log details of your Award from the beginning to the end. It helps your Award Leader and the adults in your Award Centre (the place where you are doing your Award) to easily see the progress you are making. They can approve the activities when you choose them and when you have finished them.

Your ORB account includes some of your personal information (such as your name and email address).

It's important for your personal information to be kept safe and secure. It belongs to you, and it should be kept as private as possible. Anyone who accesses the ORB (for example, you or your Award Leader) has their registration verified and must use a password to get in.

We at the Duke of Edinburgh's International Award Foundation (The Foundation), the organisation who have set up and look after the ORB, believe it is very important to keep your personal information safe and secure. We make sure that the security of the ORB site is of a very high standard. There are also laws which we must follow which tell us to treat your information very carefully. As The Foundation is based in the United Kingdom (the UK), we follow the laws of the UK when operating the ORB. These laws include: the UK GDPR and the Data Protection Act 2018. For those living outside of the UK, there may be additional or different privacy and data protection laws in place. In these cases, National Award Operator/Operating Partner (the organisation which runs the International Award in your country, territory, or local area) may share additional information with you about their handling of your personal information separately.

If you have any questions, problems, or concerns about your personal information on the ORB, please let us know. You might wish to ask your Award Leader or parent/guardian about it first, otherwise please contact your National Award Operator at office@dofe.ro

There are three types of personal information recorded on the ORB

1. Personal information that you need to provide when registering for your Award

This includes information such as your name, date of birth, and email address. This is needed so that your Award on the ORB can be identified as belonging to you. Your email is also needed for you to be able to access the ORB and your date of birth to ensure you are the correct age to be able to take part in the Award. If you are under 18, we also ask for your parent's/guardian's details as they need to give their permission for you to take part. Your Award Centre may also use this information to contact you about the Award. Data protection laws allow us to collect your personal data information in this way because it enables us to effectively set up and run the ORB for you. The National

Operator may contact you directly in regards to Award related topics, such as to invite you to the Alumni platform or to inform you of events, learning or personal development opportunities and updates to the programme.

2. Personal information you can choose to provide when registering for your Award

This may include information such as your nationality and gender, and other questions during registration. It is your choice whether to provide this information. Information like this is not used to identify you but it is grouped together to help us understand the impact of the Award. To collect and use this information, we rely on your consent, which means that you give us permission to use it. If you do not want us to have this information, please do not include it during registration. If you have given this information already but have changed your mind, please let us know by emailing office@dofe.ro. We will then remove the information as soon as possible.

3. Information that is collected automatically as you use the ORB

Information collected in the background is used to help us operate the ORB or to make improvements or fix problems. Some examples of this include:

- a. Data collected from your web browser that tells us about an error. When you get an error message, we can find when and where it happened to understand more about it.
- b. When the ORB automatically sends emails (for example, to confirm your registration) a record is made if the email is not successfully sent. This helps us find out when a wrong email address has been used or if the email has been blocked somehow.
- c. Cookies that provide information to help understand how the ORB is being used. More information about cookies is available here: <https://intaward.org/key-resources/policies/cookie-policy/>

Collecting personal information automatically in these ways allows us to monitor the ORB's performance, and to find and help us fix those errors to ensure the ORB is working properly for you. Data protection laws allow us to collect your personal information in this way because we have a good reason to do it, this is known as a "legitimate interest."

What you can do with your personal information

As your personal information belongs to you, you can ask your Award Leader, or us at The Foundation, to see it, change it, to give you a copy, or to remove it, whenever you like. Removing your personal information might mean that you

can no longer use the ORB to record your Award, so please speak with your Award Leader about it

If you have any questions, problems, or concerns about your personal information on the ORB please do ask. You may also wish to ask your National Award Operator/Operating Partner at office@dofe.ro, Award Leader, or parent/guardian about it first, but you can always contact us at info@intaward.org.

This Privacy Statement should be read alongside our Privacy Notice ([available here](#)), as both apply to how we collect your personal information on the ORB. The Privacy Notice includes more about your personal information rights, including how your information is used, collected, and stored. It also includes details on how long your information is kept for and when we might share it (including internationally).

VII. Terms and Conditions of Online Record Book

Access to and use of the ORB is provided by The Duke of Edinburgh's International Award Foundation (the Foundation) on the following terms:

General

- By using the ORB you agree to be bound by these terms, which take effect immediately on your first use. If you do not agree to be bound by all of the following terms please do not access, use and/or contribute to the ORB.
- The Foundation may change these terms from time to time and so you should check them regularly. Your continued use of the ORB will be deemed acceptance of the updated or amended terms. If you do not agree to the changes, you should stop using the ORB.
- In order to participate you will be required to register with the Foundation through an Award Unit. Any personal information supplied to the Award Unit or Foundation as part of this registration process and/or any other interaction with the Foundation will be collected, stored and used in accordance with the Foundation's online services privacy policy.
- If you are under 18 you must have a parent's or guardian's permission before signing in to the ORB. This is achieved by them authorising your application by email as part of the registration process.
- You should never reveal any personal information about yourself or anyone else (for example, telephone number, your full name, school,

home address or email address etc.) apart from on the personal information pages on the ORB where access is restricted.

How you may use the ORB

By using the ORB, you will;

- obey the laws applicable in your country or territory
- obey any codes of conduct or behaviour, or other notices we provide
- keep your user name and password secret and promptly notify us if you learn of a security breach related to the ORB. Please do not endanger yourself or others, take any unnecessary risks or break any laws when creating content you may share with the Foundation.

You agree to use the ORB in accordance with the following rules;

- no advertising or promoting commercial products or services not endorsed by the Foundation.
- deliberate misuse of the system is not permitted. If you do so, action may be taken against you and your account may be disabled.

The Foundation reserves the right to close the ORB accounts of any user, if he or she is found to have attempted to disrupt any of the services in any way.

Copyright

- You agree to submit to the ORB only evidence which is your own original work. You must not violate, plagiarise, or infringe the rights of the Foundation or third parties including copyright, trade mark, trade secrets, privacy, publicity, personal or proprietary rights.
- By uploading any evidence (including any text, photographs, graphics, video or audio) into the ORB you agree to give to the Foundation, free of charge, permission to use the material in any reasonable way it wants (including modifying and adapting it for operational and editorial reasons). In certain circumstances the Foundation may also share your contribution with trusted third parties, but we will always ask your permission before using any of your material.
- Copyright in your evidence will remain with you and this permission is not exclusive, so you can continue to use the material in any way, including allowing others to use it.
- In order that the Foundation can use your evidence, you confirm that it is your own original work, is not defamatory and does not infringe any laws applicable in your country or territory, that you have the right to give the Foundation permission to use it for the purposes set out above, and that

you have the consent of anyone who is identifiable in your evidence or the consent of their parent or guardian if they are under 18.

- If you do not want to grant the Foundation the permission set out above on these terms, please do not submit your evidence or contribution to the ORB.
- All copyright, trade marks, design rights, patents and other intellectual property rights (registered and unregistered) in and on the ORB and all content (including all applications) located on the site shall remain vested in the Foundation or its licensors (which includes other users). You may not copy, reproduce, republish, disassemble, decompile, reverse engineer, download, post, broadcast, transmit, make available to the public, or otherwise use Foundation content in any way except for your own personal, non-commercial use. You also agree not to adapt, alter or create any derivative work from any Foundation content except for your own personal, non-commercial use. Any other use of Foundation content requires the prior written permission of the Foundation. - The names, images and logos identifying the Foundation or third parties and their products and services are subject to copyright, design rights and trademarks of the Foundation and/or third parties. Nothing contained in these terms shall be interpreted as giving any right to use any trade mark, design right or copyright of the Foundation or any other third party.
- The Foundation may need to contact you for administrative or verification purposes in relation to your evidence, or as part of particular projects. For full details of when and how we may contact you please see the Foundation's online services privacy policy.

Safety

We advise that you never reveal any personal information about yourself or anyone else (for example: telephone number, postal address, home address or email address or any other details that would allow you to be personally identified) apart from on the personal information pages on the ORB, where access is restricted.

If you breach these terms and conditions

- If you fail to abide by these Terms and Conditions when using the ORB, your evidence may be withdrawn. If you break these rules we will take appropriate action to temporarily or permanently suspend you from participating in your Award programme or using the ORB.

- If you submit or share offensive or inappropriate material and the Foundation considers such behaviour to be serious and/or repeated, the Foundation may use whatever information that is available to it about you to stop any further such infringements. This may include informing relevant third parties such as your Award Unit, employer, school or internet provider about the infringement(s).
- The Foundation reserves the right to delete any contribution, or take action against any your ORB account, at any time, for any reason.

Disclaimers and Limitation of Liability

- The majority of content posted in the ORB is created by Foundation participants, participant's Leaders, Award Units, National Operators and the Foundation. The views expressed are theirs and unless specifically stated are not those of the Foundation. The Foundation is not responsible for any content posted by participants, Leaders, Award Units or National Operators or for the availability or content of any third party sites that are accessible through the ORB.

Any links to third party websites from the ORB do not amount to any endorsement of that site by the Foundation and any use of that site by you is at your own risk.

- Whilst we take all reasonable efforts, the Foundation does not guarantee that functions available on the ORB will be uninterrupted or error free, that defects will be corrected, or that the ORB or the server that makes it available are free of viruses or bugs. You acknowledge that it is your responsibility to implement sufficient procedures and virus checks (including anti-virus and other security checks) to satisfy your particular requirements for the accuracy of data input and output.
- The failure or delay of the Foundation to exercise or enforce any right in these terms does not waive the Foundation's right to enforce that right.
- These terms are governed by and interpreted in accordance with the laws of England and Wales which shall have exclusive jurisdiction over any disputes.