

Zurich International Women's Club

Privacy Policy

The Zurich International Women's Association (ZIWA) takes your privacy seriously and because you provide us with your personal information, as a member of our organisation, we are therefore a 'controller' of personal information as defined by the

EU General Data Protection Regulation (GDPR)

In compliance with the GDPR this privacy notice describes what personal data we collect as part of your membership; how, why, for how long we will use it and how we keep it secure.

What type of information is collected from you?

When you sign up as a member of the ZIWA we ask you to provide or confirm the following personal information:

Compulsory Details:

Personal Contact Details:

- Name
- Address
- Email address
- Phone number

Failure to provide the above information stops the registration process.

Optional Details:

Further Personal Information:

- Birthday; day/month
- Nationality/ies
- Profession
- Personal photo
- Spouse/partner

Areas of Interest:

- What interests you have with the club
- How you found out about us

When you register for an event, that is organised and hosted by ZIWA, we may ask you to provide or confirm the following information:

Contact details: name, address, email address and phone number

Event information: details that are relevant and necessary for the organiser of the event.

Why do we collect this information?

We process our members' personal information in pursuit of our legitimate interests:

- To verify that applicants fulfil membership requirements.
- To allow other members to learn more about you.
- To communicate with you about your membership account and notify you of any changes to our service.
- To provide you with news and updates about the activities of the organisation, opportunities to get involved, training, meetings or other events.
- To respond to and investigate your questions, comments, support needs, complaints or concerns.

How do you access and update your personal information?

You always have the right to:

- Access the personal data that we hold about you.
- Restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.

How can you accomplish these things?

Accessing or Updating Your Data:

On the website

You can view and modify the personal data we hold about you at any time via your website login. Log in to the website at www.ziwa.com (click on your name in the top right corner). This displays all the data we hold about you in our Wild Apricot membership database. You may click 'Edit profile' and change any information at any time. Additionally, under the link 'Privacy' you

may choose to show or hide any of your information to your fellow members. Again log in to the website as explained above.

Via email

You can contact ZIWA via email at membership@ziwa.com to request that your information is either sent to you or your data is to be updated.

Offline

You can contact any Board member to request that your information is sent to you.

Deleting Your Data

ZIWA retains your data for the duration of your membership. You have the right to request deletion of data at any time; however, please note that ZIWA may not be able to continue your membership benefits or allow event registration without it. To request deletion of your data send a written request by email to ZIWA at membership@ziwa.com.

At the completion of your membership, through cancellation or non-renewal, we will archive your personal data within 60 days. Your personal data will then be permanently deleted a year after archiving. After this time, should you wish to re-join as a member, you will need to fill out the registration form again.

We may also keep anonymised demographic data for historical reporting purposes. This demographic data will not contain any individually identifiable personal information.

When does ZIWA contact you, and how can you manage your communication preferences?

ZIWA communicates with its members via email in several ways as part of its mission:

- A bi-monthly newsletter.
- Occasional system emails (membership renewal reminders, to reset a password, etc.).
- Occasional event emails (invites, confirmations, reminders, etc.).
- Adhoc emails regarding last minute events.

Event attendees may receive relevant system emails, event emails, and marketing emails.

Each member or contact always has the right to control whether they receive these emails through:

Our website

After logging into the website, under 'View profile' you can click the link 'Email subscriptions' to manage your subscriptions to event and Club emails. Please note that if you turn these off you may miss important information about ZIWA, your membership status or upcoming events.

An additional option for the member newsletter only: every bi-monthly newsletter includes an 'unsubscribe' link. You can always click that link to unsubscribe from the member communications.

Please be aware that our activities depend on being able to reach you via email, phone and occasionally postal mail, and if you decide to deny access to ZIWA you will not receive communications via these channels.

Via email

A request to be removed from any or all communications may also be made in writing by sending an email to membership@ziwa.com.

Offline

You can contact any ZIWA Board member to request to be removed from any communications.

Note: ZIWA may contact members individually at any time regarding membership issues.

Availability of your personal data to other members of ZIWA.

Your data is available to other members of ZIWA through our Wild Apricot database and Wild Apricot app (once released), but you have the right and the ability to set which parts of your data other members can access. This can be set under your profile as detailed above.

How do we protect your personal information?

Internal Processes

Your personal data is accessible by members of the ZIWA Board and specified appointed members, in addition to other ZIWA members through

the Members' Directory. Those allowed access to this data must also accept this Privacy Policy and the strict GDPR-compliant guidelines about how the information may be accessed and used.

Your data is stored by ZIWA in a password-protected database on our web server hosted by Wild Apricot. You can learn more about Wild Apricot's Security, Data and Privacy Protection and their GDPR compliance status by clicking these links. When filling out the membership application form, or updating your membership data online, your personal data is sent directly via encrypted HTTPS connection to our password-protected database.

External Service Providers

ZIWA never shares your personal information with any third party for any purpose not directly related to our club's mission. It is also strictly forbidden for any member to use the contact information of other members for private business purposes or for sending unsolicited information or to share data of another member with anyone who is not a member.

However, ZIWA does use third party suppliers to provide some services necessary to serve our membership. These suppliers may process personal data on our behalf as 'processors' and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

These third parties currently provide services for ZIWA and they have documented that they are GDPR compliant:

- Wild Apricot: hosts our website, membership database and emailing system.
- Google Analytics: tracks anonymous website visits and interactions.

In the course of ordinary club activities, your contact data may be used on third party sites or on social media. For instance, contact data is needed for such things as, for example, Doodle Poll and Survey Monkey which may be used occasionally. In addition, event photos may be uploaded to our website or our Facebook page. Also, an activity group in which you choose to participate may use your contact data on WhatsApp to keep you informed.

ZIWA is not responsible for the content of external internet sites. Our members are advised to read the privacy policy of external sites before disclosing any personal information.

Cookies

A cookie is a small text file that a website transfers to your computer to allow it to remember specific information about your session while you are connected. Your computer will share the information in the cookie with the website that provided it, and no other website can request it. There are two types of cookies:

1. Session cookies last only as long as your web browser is open. Once you close your browser, the cookie is deleted. Websites may use session cookies for technical purposes such as to enable better navigation through the site, or to allow you to customise your preferences for navigating through the site.
2. Persistent cookies are saved on a user's device in order to determine which users are new to the site or are returning.

If you do not wish to have cookies stored on your machine, you can turn off cookies in your browser.

Consent

Giving consent means you agree that ZIWA can collect the data you provide to us so that you can become an active club member. Failure to give consent will stop the registration process.

Please be aware that giving consent to receive club emails and other communications as well as giving consent for photos of you that appear on our website and social media are separate and failure to give consent to either will not abort the registration process. However, failure to give consent will severely hinder your ability to become an active ZIWA member.

Policy Changes

Please note that this Privacy Policy may be reviewed and revised from time to time. We will inform you of any changes via email, and may ask for your consent to any major change. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.

Whom can you contact with questions, comments or complaints?

membership@ziwa.com

Disclaimer

ZIWA endeavours and will continue to endeavour to include accurate and up-to-date information on its website.

However, ZIWA does not make any warranty or representation, whether express or implied, as to the accuracy, completeness or correctness of the information contained or referenced therein as well as to the undisturbed and continuous access to its website.

In particular, ZIWA shall not be obliged to remove any outdated information from the ZIWA website. At the same time, ZIWA reserves its right to change the content of this website at any time and without prior notice.

All users agree, by accessing this website that all access and use of this site or any links made from it and the content thereof is at their own risk and for their own responsibility.

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