



## Zonta International Data Protection Guidelines

In compliance with GDPR, the General European Data Protection Regulation, Zonta International, its districts, clubs and agents store, host and otherwise process the personal data supplied to Zonta International and Zonta International Foundation.

The GDPR request that this data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

The personal data that is stored and used by Zonta International and Zonta International Foundation is provided in connection with membership applications or donations, attendance to Zonta events such as convention, district meeting and fundraisers, advocacy activity or information provided during the nominating process among other things. The data will be stored at headquarters in Oak Brook, USA, on specific vendor servers necessary for Zonta International and Zonta International Foundation operations and in cloud-based storage, but also locally on club and district databases. By registering or renewing membership, or making a donation, members/donors must give their consent that the personal information they have provided can be stored and used to communicate information relevant to the membership of Zonta International and its activities.

We may disclose personal information that we collect, or you provide as described in this policy to contractors, service providers and other third parties we use to support our organizations and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.

Zonta International does not trade, sell or rent personal information to third parties, unless required by law. The data is used to allow members access to the Zonta International and Zonta International Foundation websites, to communicate with members/donors by email, sms, social media or mail and to distribute documents and information relevant to membership in clubs, committees, boards or other Zonta International and Zonta International Foundation volunteer groups.

Members may opt out of being visible to other members in the directory on the website, by choosing that option on the member profile page on the international website.

Member can opt out of receiving direct communication such as email and mail by choosing that option on the member profile page on the international website.

Opting out of having any information stored or used by Zonta International or Zonta International Foundation is theoretically possible but would present almost impossible barriers for membership. Members who wish to consider this option should contact [memberrecords@zonta.org](mailto:memberrecords@zonta.org) for further advice.

Members may change their personal information by using the member update feature in the *My Zonta* section of the website or by sending an email to [memberrecords@zonta.org](mailto:memberrecords@zonta.org).

### **Direct Marketing**

Advertising and marketing includes any material which promotes the aims and objectives of Zonta International, not just promoting products or services. By promoting Zonta activities and news about the organization, we are doing direct marketing and will be obliged to follow this new regulation.

### **Use of Personal Data**

Zonta International use the personal data of its members mainly for the following purposes:

- preparing the international directory,
- managing dues and fees payments,
- identifying prospective candidates for district or international office,
- identifying club member classifications,
- providing information to district officers and international committee chairmen for specific Zonta International projects,
- providing information of campaigns, fundraisers and activities relevant to Zonta members and the Zonta network,
- assisting clubs and districts in their operations, advocacy activity and public relations efforts,
- communicating with committee chairmen on district and international levels on their strategic plan and biennial goals,
- communicating news and information by email to the Zonta community,
- inviting members, speakers and guests to conventions, district conferences and other major events, and collecting registration fees and other fees.
- distributing Call to Convention with all underlying documentation, including slate of candidates for incoming biennium,
- distributing governing documents,
- distributing *The Zontian*, newsletters and other news to club members and other subscribers, and
- other direct marketing of Zonta campaigns, events and news.

Additionally, the personal data collected when members donate to the Zonta International Foundation is mainly used as follows:

- managing donors and donor contributions records for the Zonta International Foundation,
- supporting the donor recognition program of the Zonta International Foundation including publication of donor names in the annual report, website, foundation newsletters and public events;
- communicating with foundation ambassadors, Zonta members, prospective members, prospective donors and other third-party supporters; and
- inviting donors to foundation activities at conventions, district conferences and other major events.

## **Personal Information Held**

The following personal member data is presently held on Zonta International servers in the USA or at third party vendors contracted to Zonta International or Zonta International Foundation;

- name,
- membership ID,
- donor ID,
- address,
- phone numbers - home/business/fax/mobile,
- email address,
- social media name(s),
- district – area – club number,
- date of birth,
- classification,
- language spoken,
- gender,
- volunteer history,
- donation history,
- type of gift,
- pledges and future commitments,
- member joining date, reinstatement and resignation dates,
- order history,
- notes from contact with headquarters,
- website user name,
- social media contact names
- last time member logged on to the web site,
- last activity on the website,
- last four digits of credit card number, encrypted, when applicable,
- changes to members record via a change log,
- changes to donor record via a change log,
- dues payment history,
- leadership access rights to website,
- bank details of members of the leadership for expense reimbursement purposes,
- federal EIN numbers on US club records,
- member exclusion requests,
- member records marked deceased, and
- donor records marked deceased.

## **New Club Member Consent**

The consent form - *Consent to Store and use Personal Data*, must be signed by new European club members and thereafter be reaffirmed in connection with the annual renewal. The form should be added to the charter documentation of all new European clubs.

The person in the club who is responsible for the membership renewal, shall collect the signed forms, store them, and report to headquarters that the club members have given their consent.

### **Online Renewal Membership Form B**

The online *Member Form B* used by clubs to report annual membership will contain a box to be ticked confirming that all members on the form have signed the consent form, thereby giving their consent to Zonta International to store and use their personal data, including the use of photographs taken in connection with Zonta activity.

### **Other Forms**

A consent box, similar to the one on the Form B, is added to the *Donor Form* and other forms where personal data is included of a person who may not be covered by the member renewal consent document, such as awards applications or prospective member forms.

### **Districts' and Clubs' Personal Data Handling**

Zonta districts and clubs worldwide are covered by the *Consent to Store and Use Personal Data Form* signed by Zonta European members and can therefore communicate Zonta information and news to the European members who have consented. Zonta International will inform districts and clubs of any member who has not consented, and no data of such member can be stored or used for any purpose.

Please note that members who left Zonta before this financial year, have not signed a consent form and their data cannot be stored or used unless they consent.

### **Non Zonta Members**

Zonta International and Zonta International Foundation will seek consent to store some personal data and communicate with European non-members such as prospective members, awardees, convention guests and speakers, UN contact persons among others.

Clubs and districts who hold data of other European citizens, non-Zonta members and not covered by the Zonta consent form, shall have to seek the consent of these citizens before storing or using their data. The clubs and districts shall also have to establish procedures for these individuals to be able to withdraw the consent, to be able to be informed about what data is stored about them and be able to ask for the data to be deleted. There is also a requirement to inform all individuals stored within 72 hours of a data breach.

- ▶ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

This right and obligation by clubs and districts worldwide is not limited to European clubs and districts but include worldwide districts and clubs when they intend to keep and use personal details of European members and other citizens.

- ▶ *If a club is arranging a fundraiser, they may email and invite Zonta members, but cannot invite members who left before this financial year, nor any other European citizen whether they have been attending previous fundraisers or not, unless they have given their consent for the club to store and use their data. However, the club*

*can put up posters about the fundraiser – a poster is not personally addressed to somebody.*

### **Z Clubs and Golden Z Clubs**

Members of Z clubs and Golden Z clubs are not registered on the Zonta International database and therefore no consent will be requested from headquarters. The international Z Club and Golden Z Club committee, the school contact person or the host club shall have to collect consent from the members in Europe, in order to communicate. If members are less than 16 years old, parental consent is required. This information should not be sent to Zonta International.

### **Data Protection Officer**

Although it is not a formal requirement to have a Data Protection Officer in the clubs, the European clubs may wish to consider the advantage of having somebody dedicated to;

- Collect club member's written consent to store and use their personal data when joining Zonta International and thereafter on an annual basis, and pass the information to the club officer making membership reports to headquarters.
- Collect consent from European non-Zontians with whom the club wish to communicate and market its activity and hence keep the contact details on record.
- Report any consent not given to the club. Zonta International will ensure that the record is updated accordingly, and clubs and districts informed.
- Ensure that consent forms are stored securely.

- ▶ *Data Protection Policy* under Governance/Policies & Guidelines on the website
- ▶ *Consent to Store and use Personal Data Form*, under Governance/Forms on the website

### **Document control:**

Original Document	Date: February 2017
First adopted by the ZI Board	Date: February 2017
Most recent review by the ZI Risk Manager	Date: April 2018
Amended policy adopted by the Board, posted on website	Date: May 2018
Next review date	Date: September 2020

Committee Responsible	Risk Manager/Membership Department
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