

Zonta International Data Protection Policy

General Data Protection Regulation (GDPR)

On 25 May 2018 the new General Data Protection Regulation (GDPR) will come into effect in the European Union (EU). This will replace current data protection regulations and introduce new and stronger requirements for all sectors and organizations regarding the type of data they hold on individuals. Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.

Zonta International as a nonprofit organization, must follow these legal requirements when processing individuals' personal data.

Purpose

The purpose of this policy is to:

- confirm that Zonta International will follow the requirements of GDPR,
- confirm what data we hold, where it came from and who we share it with,
- identify the lawful bases for processing member data,
- set out the process of asking for, recording and managing ongoing consent to store and use the personal data, and
- ensure that all levels of Zonta International have the knowledge and procedures for a correct implementation of the GDPR.

Privacy Information

The personal data held by Zonta International on members, prospective members, donors and third-party supporters is used to inform about Zonta activities of general interest or specific information directed to individual members of clubs, areas and districts of Zonta International.

Detailed information about the data held and the types of use of the personal data can be found in the *Zonta Data Protection Guidelines* on the international website. www.zonta.org/Governance/Policies & Guidelines.

Zonta International headquarters holds the lead personal data storage for the organizations. Clubs, areas and districts may rely on the consent given annually by members of Zonta International when communicating with Zonta members but shall have to seek additional consent for direct communications with European individuals outside of the Zonta membership.

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 business 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.

Lawful Bases for Processing

The lawful bases for Zonta International to process data are one or more of the following;

Consent. The individual has given clear consent for Zonta International to process their personal data for Zonta specific purposes.

Contract. The processing is necessary for a contract or agreement you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation. The processing is necessary for Zonta International to comply with the law obligations.

Legitimate interests: The processing is necessary for Zonta's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Consent

In order to enable individual members of Zonta International to receive information about the activities of the organization through emails, sms, social media or mail, the members are required to give their explicit consent for Zonta International to store their personal data and to use it for purposes related to the membership of the organization.

This consent should be given when becoming a member of a Zonta club and thereafter annually in writing to the club officer in charge of membership renewal. The information should be forwarded to headquarters in connection with the membership renewal process.

Withdrawal of consent

Withdrawing the consent for Zonta International to store and use personal information, is possible but would present almost impossible barriers for membership, since Zonta International, district, areas and clubs would be unable to communicate with the member.

Such action would exclude the member from all information about Zonta and Zonta activities. Zonta International would also be obliged to inform the Zonta community that the member data is no longer available to store, use or share, to avoid that a club, area or district violates the member's request.

Access to Data

Every club member of Zonta International has access to her/his own and other members base data through the website and members are encouraged to update the information when required. Base data is:

- name,
- address,
- email,
- telephone number,
- membership classification,
- membership number,

- joining date,
- club name and number,
- area, and
- district.

Additional information can be requested by the member from the Membership Department at memberrecords@zonta.org, and will be provided within 4 weeks of the request made.

Members have an option to request to be excluded from the online member *Directory*, on the member profile page.

Every member has access to base data of other members through the *Directory* of the website.

Retention

Zonta International and Zonta International Foundation will store the personal data as long as the individual remains a member of the organization. If the member leaves the organization, the data will be erased from all data bases within four years of the individual leaving the organization, and external interests will be informed, if applicable.

Zonta International Headquarters has a *Retention Policy* as part of their administration of the organization and its assets. This policy covers the statutory or voluntary period for the office to keep all information, documentation and artefacts of Zonta International and Zonta International Foundation. The Retention Policy is not generally available but could be requested from headquarters, if required.

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

Document control:

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Committee Responsible	Risk Manager/Membership Department
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