

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

Purpose

The purpose of this policy is to:

- confirm Zonta International Foundation's intention to 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 donor 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 Foundation have the knowledge and procedures for a correct implementation of the GDPR.

Privacy Information

The personal data held by the Zonta International Foundation is 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.
- Inviting donors to foundation activities at conventions, district conferences and other major events.

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 and Zonta International Foundation 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 Foundation to process data are one or more of the following;

Consent. The individual has given clear consent for Zonta International Foundation 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 Foundation 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 donors of Zonta International Foundation to receive information about the activities of the organization through emails, sms, social media or mail, the donors are required to give their explicit consent for Zonta International Foundation to store their personal data and to use it for purposes related to the membership of the organization.

This consent should be given in writing when becoming a donor or a member a Zonta club and thereafter at least annually by each donation or 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 Foundation to store and use personal information is possible, but donor history would then not be available, confirmation of donations made, including receipt of pins, would be impossible and there would be no entry in the *Annual Report of Zonta International Foundation*, nor an invitation to the Donor Reception at the biennial convention.

Such action would also exclude the donor from all information about Zonta and Zonta activities. Zonta International Foundation would also be obliged to inform the relevant Zonta community such as foundation ambassadors, that the donor data is no longer available to store, use or share.

Access to Data

Every donor to Zonta International Foundation has access to her/his total donation through the Zonta International Foundation website. For access to donation history contact zifoundation@zonta.org. The donor has access to her/his own base data through the Zonta International Foundation website. Base data is:

- name,
- address,
- email,
- telephone number, and
- online giving history,

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

Retention

Zonta International Foundation will store the personal data of donors according to statutory requirements.

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

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Committee Responsible	Risk Manager/Membership Department

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