

Last updated	25 May 2018
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International Women's Association of Prague (IWAP)

www.iwa-prague.com,

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Questions, comments or requests to access data should be directed to office.iwap@gmail.com.

Data Protection Policy

1. Privacy Principles

The International Women's Association of Prague (IWAP) collects and processes such personal data as is necessary for the purposes of achieving its aims, which are to:

1. Welcome and promote friendship among women residing in the Czech Republic;
2. Organize cultural and social activities to acquaint members with the culture of the Czech Republic;
3. Assist selected charities in the Czech Republic.

All personal data is processed in accordance with the EU General Data Protection Regulation (GDPR).

2. Data Collected and Processed

Information processed by IWAP includes data relating to its members, advertisers, sponsors and supported charities.

2.1 IWAP Members

We collect personal data from our members directly. Initial collection of personal data occurs when an applicant for IWAP membership submits their personal data in the membership application form. Information collected in the membership application form includes name(s), email address(es), citizenship(s), telephone number(s), and physical address(es).

We process this data in order to establish your membership in IWAP and, once you become a member, provide access and information to you with respect to activities

and events we conduct, and communicate with you in connection with the foregoing (perform our contract with you). We also process this information for our own internal administrative purposes, such as maintaining and keeping membership records (in other words, to serve IWAP's legitimate interests).

Provision of this personal data to IWAP is entirely voluntary, however, in the event that you choose not to provide basic personal data for the purposes of establishing your membership in IWAP, it would not be possible for IWAP to establish your membership or, in the event that the necessary personal data is provided only in part, extend to you full access to our activities and events or to communicate with you about them.

As part of its activities, IWAP maintains a Member Directory. The purpose of this Member Directory is to help achieve IWAP's aims, which are to provide activities and events for its members, and to encourage networking among its members. The access to this Member Directory is restricted only to current members of IWAP who have the necessary credentials granted by IWAP.

The inclusion (publication) of personal data in the Member Directory is entirely voluntary. You may grant your consent to include your personal data in the Member Directory when filling in the membership application, and specify which categories of personal data you wish to be included in the Member Directory. You have the right to withdraw your consent at any time, by contacting the IWAP office (contact details are listed in Section 6 below). Withdrawal of consent will not affect the lawfulness of processing of personal data before its withdrawal. In the event that you choose not to grant your consent to having your personal data included in the Member Directory, or withdraw your consent to having your personal data included in the Member Directory after you have granted it, this will not affect your membership in IWAP in general. It may, however, not be possible to contact you with notifications about certain events organized within IWAP in such case.

In order to promote and facilitate communication about IWAP and our activities and events, we have established a Facebook group "IWAP Interactive", which you may join, should you choose to do so. This Facebook group has limited access, and its content is open only to its members. Note, however, that IWAP Interactive membership may include former members, prospective members and others, and so information published through this group may be accessible even in countries outside of the European Economic Area, which may provide different levels of protection to personal data than the standard enshrined in the GDPR.

This Privacy Policy does not cover any information, including any personal data, shared by you or other individual on social media platforms, such as the Facebook group IWAP Interactive. As regards social media and other digital platforms, their respective privacy policy will apply to that processing of personal data. At the same time, IWAP will make sure that any social media accounts it establishes are

maintained responsibly and with utmost regard to its members' right to privacy and protection of personal data.

2.2 Advertisers, Sponsors and Charities

Like any other interest association, IWAP, in connection with its activities, participates in events, establishes sponsorships and conducts external communications, which are relevant or important to IWAP. IWAP processes this data in order to organize and promote its activities, participate in events, and establish sponsorships (in other words, serve its legitimate interest).

Data collected and thus processed relate to advertisers, sponsors and charities, and/or, as the case may be, their employees or representatives. The personal data relating to these persons includes business or association name(s), contact name(s), email address(es), business registration number(s), business address(es), and phone number(s).

2.3 Photos and Videos at Events and Activities

We conduct a number of activities and events, as well as participate in such. During these events, we may, from time to time, be taking photos and videos of the event. We may be publishing them in our printed materials, newsletters, on social media on our website www.iwa-prague.com and in our online Bridge magazine bridge.iwa-prague.com.

We will be capturing these photos and videos for the purpose of documenting and promoting our activities and their proceedings. We will not be capturing these photos and videos with the intention to identify you. In some instances, however, depending on the nature of the event, we may be taking pictures and videos that may focus on the participants themselves.

If you do not want to have your image used in this manner we respectfully ask that you remove yourself from the group photos taken at IWAP events.

Participation in photos and videos is entirely voluntary and non-participation will have no adverse effects on that person's relationship with IWAP.

2.4 Email News Circulars

Members are invited to join our Yahoo IWAP Members Group – this is our private email communication channel. We regularly send our members news circulars in order to keep them up to date about our activities and events. We send these emails to you if you have subscribed to them through private invitation to the address(es) you have provided. In the event that you do not wish to receive these emails, please click the "unsubscribe" link in the news circular email or contact the

IWAP office (contact details are in Section 6 below).

3. Data Sharing and Transfers

IWAP's policy is to collect and use personal data solely for the purposes of achieving IWAP's mission (as set out in IWAP's Statutes), communicating with its members and maintaining its internal functions, and only to the extent necessary for these purposes.

The data IWAP collects and processes is only used within IWAP, and is not shared with any other parties, unless it is obligated to so by law or an order of a court or relevant state authority. At the same time, "third parties" do not include (i) processors, i.e., persons processing personal data on IWAP's behalf and instructions, (ii) service providers, if this is necessary in order to perform our contract with you or them, or (iii) legal, financial or other expert advisor or counsel, and we may, as the situation or nature of your relationship with us requires, share your personal data with these entities.

With the exception of its Facebook group, website and online magazine, IWAP does not generally process (including transfer) any personal data outside of the European Economic Area.

4. Archiving and Removal

IWAP keeps personal data in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed. After this period elapses, we securely dispose of the personal data.

We retain basic information relating to our members, advertisers, sponsors and charities as long as it is relevant to us as historical reference material, and to enable contact for reunions, research or confirmation of past membership.

5. Our Confidentiality

IWAP has adopted appropriate technical and organizational measures in order to protect your personal data and to ensure the necessary measure of confidentiality.

6. Cookies

Our website uses cookies and Google Analytics in order to allow for and improve website functionality and to understand how our users interact with our website. The data we acquire from cookies may be used to determine your geographic location (via your IP address and automated geolocation techniques) or to acquire

basic information about the computer, tablet, or mobile device that you use to visit us. You can disable cookies through your browser settings. We do note, however, that not all platforms may allow for such changes to be made. Additionally, please note that if you do this, you may not be able to use the full functionality of our website.

7. Your Rights

As a data subject under applicable data protection law, you have the right to information about the processing of your personal data, the right of access to your personal data, and the right to rectification and erasure of personal data or restriction of processing. You have the right to object to the processing of your personal data as well as the right to data portability. You also have the right to lodge a complaint with the supervisory authority.

If you have any questions about how IWAP uses your personal data or you wish to exercise a right on your personal data under applicable law, you may contact us at office.iwap@gmail.com. You may also send paper mail to International Women's Association of Prague, Slezská 74, 130 00 Prague 3.

END OF POLICY