

IWC Copenhagen

Data Protection POLICY - May 2018



1. General

The International Women's Club of Copenhagen (IWC) continues to act responsibly with regard to Data Protection. Following the new General Data Protection Regulation (GDPR as from 25 May 2018) the IWC Board sets down a 'Policy' to ensure that IWC Board members, and also IWC Members are familiar with Data Protection matters and behave accordingly.

2. Consent to the use of personal data

(i) IWC members agree to the use of their personal data when applying to become a member (these are: name, address, phone number/s, e-mail address). The use of their image or their photograph in the membership directory or in the printed Cosmo remains their choice. This applies to both printed as well as digital material.

(ii) The membership application sets out which data IWC keep on record for the purpose of running the Club, and that IWC promises to keep the data safe in line with GDPR. The applicant is asked to agree to the use of her data (name, address, phone number/s and e-mail address) in the printed copy of the annual membership directory and on the IWC Website. Furthermore, the applicant is given the choice with respect to the use of her picture by IWC - by ticking a box (yes/no) on the form. The form must be signed by the applicant.

3. Safekeeping of and Access to Personal Data

(i) Digital membership data, especially photographs, are accessible to members only via a protected closed Facebook Group. This includes photographs of events which identify members. The use of photographs which show members in an identifiable way is subject to the respective member's approval as set out above (under 2.).

(ii) The printed copy of the membership directory is sent or handed out to members only.

(iii) Digital lists of members are available to the Membership Director only who keeps them up to date.

(iv) The Consent forms are filed and held safe by the Membership Director. The consent forms and data held by the Membership Director are passed to any new Membership Director and kept safe until a member leaves the Club when they are destroyed.

4. Deletion of Personal Data

(i) With the exception of the Membership Director the Board Members must delete any digital personal data of members obtained through their activity when they leave the Board. If required they shall pass on membership data to their successors before they delete the data on their PCs.

- (ii) The 'old' Membership Director hands over all personal members' data which is required for the running of the Club to the 'new' Membership Director,
- (iii) When a member leaves IWCC the digital data relating to the member is to be deleted by the Membership Director and Board members and the membership papers destroyed.

5. Members' Responsibility

All members are to observe privacy with respect to personal data of other members. Personal Data (name, address, phone, photographs) may not be published on the internet via Facebook or similar media unless there is express consent from the member concerned.

END