



PRIVACY POLICY

This Privacy Policy applies to information we, the International Women’s Club of Dublin (IWCD), collect about individuals who interact with our organization. It explains what personal information we collect and how we use it.

1. Personal Data That we Process

- A. We ask our members to supply personal data that enables us to effectively run our Club and provide the Members with the most relevant experience to meet their expectations. We strive to keep the collection of personal data at a minimum.
- B. The following table explains the types of data we collect and the legal basis, under current data protection legislation within the General Data Protection Regulation of 2018, on which this data is processed.

	Purpose	Data (key elements)	Basis
1	Enquiring about membership	Name, email, phone, nationality, date of arrival in Ireland	Legitimate interests - it is necessary for us to read and store your data to determine membership eligibility and respond as appropriate
2	Inclusion in our membership management database as a member	Name, email, phone, address, nationality, birthday month, age range, method of payment for annual membership (* the IWCD does not store bank or credit card details)	Legitimate interests - it is necessary to store your data in our membership management database to communicate with you about membership renewal, meetings, and event details and registrations. Some data is used to determine appropriate events for our membership and connect our members with each other.
3	Receive emails generated by the membership management database (event and Club announcements, registration confirmations, newsletters, event reminders, etc...)	Name, email	Consent - you have given your active consent to receive such emails from the membership management database

4	Inclusion in private, online membership directory which appears on both the IWCD website and in the WildApricot App on mobile devices.	Name, email, phone, address, nationality	Consent - you have given your active consent to appear in the directory utilised by all members for the purpose of facilitating contact between our members.
5	Log of all your email communications in our membership management database	Name, email	Legitimate interests - we store this information to ensure that our communications with you are successful and timely
6	Log of all your payments in our membership management database	Name, email, method of payment *the IWCD does not store bank or credit card details	Legitimate interests - we store this data for proof of your annual membership renewal, event registration purposes, generating receipts as requested, and as required by our financial institution for auditing purposes
7	Inclusion in our membership database as a past (archived) member	Name, dates of membership	Legitimate interests - we store this data to provide proof of past membership in case a future membership application is submitted to our club or sister clubs in our worldwide association to assist with membership eligibility
8	Website functionality	Website activity collected through cookies	Legitimate Interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect from a well-functioning website
9	Display photos of members at Club functions	photos	Legitimate Interests - photos are stored and utilised for internal administrative and publicity purposes. Some un-captioned photos appear on the public pages of our website for publicity purposes.

2. How We Use Your Data

- A. When you supply personal information to us, we are legally obliged by the General DataProtection Regulation 2018 to ensure that the information you have provided is only used for the purpose for which it was intended, and to ensure that the data is kept securely.
- B. We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table above.
- C. The Club has put in place secure members' only areas, administrative procedures, and training of Executive Committee members to secure access to the data we collect.

- D. It is against our Club's Privacy Policy and culture to use personal Members' information for any commercial, marketing or personal gain purposes.

3. Responsibilities of the Members

Cooperation from all members is necessary to ensure that all our personal data remains secure. Members are advised to do the following:

- A. Create strong passwords for access to their membership profiles from both the IWCD website and the WildApricot App and never share these details with anyone
- B. Avoid using keychain functions on your personal devices. Keychain functions allow your device to automatically save and fill in your email and passwords to access websites and applications.
- C. Report lost or stolen laptops or phones to the [Membership Chair](#) so that appropriate steps may be taken to restrict access to our secure applications from your stolen/lost device
- D. Properly dispose of any paper documents and erase any digital records you may have containing members' contact information

4. When We Share Your Data - Third Parties

- A. We will only pass personal data to a named third party when you have provided your explicit consent.
- B. Due to the Club's administrative needs, we use third party companies for the following, but not limited to, purposes:
 - a. We are using WildApricot and the WildApricot App for our membership management needs. WildApricot is a well-known and reputable online membership management software. Further information about WildApricot's privacy policy can be found here: <https://www.wildapricot.com/privacypolicy>
 - b. We are using PayPal as our online payment processor. We are not responsible for the privacy policy and practices of this third party. However further information on PayPal's privacy policy can be found on the following link: <https://www.paypal.com/ie/webapps/mpp/ua/privacy-full>
 - c. We are using Google G-Suite for the administrative needs of the Executive Committee. Google G-Suite is a well-known and reputable online shared workspace. We are not responsible for the privacy policy and practices of this third party. However, further information about Google's privacy policy can be found on the following link: <https://policies.google.com/privacy?hl=en-US>

5. Rights You Have Over Your Data

- A. **Editing your personal data** - Members have the right and ability to edit their personal contact information at any time by either logging into their profile page

- from the members only section of the IWCD Website (www.iwcdublin.ie) or by accessing their profile through the WildApricot App on their mobile device.
- B. **Online Membership Directory** - all members have access to the personal information of all other members in the online directory which appears in the members section of the IWCD website and in the WildApricot App on their mobile devices.
- a. Members have the right and ability to remove their profile from the online membership directory by going to their profile page in the members section of the IWCD website (www.iwcdublin.ie) and editing their privacy settings. *Note: this can **not** be done from the WildApricot App on the mobile device*
- C. **Opt Out of WildApricot Email Communications** - Email is the standard method of communication for our Club. Email communications include event announcements and reminders, newsletters, notes of condolence, etc... All members have the right and ability to opt out of receiving email communications at any time, except for notices that pertain to annual membership renewal and payment information. By opting out of email communications, however, you will severely limit your knowledge of Club activities and make participation very difficult.
- a. To opt out, click on the *Unsubscribe* button at the bottom of any Club email communication.
 - b. To opt back in and receive Club email communications again, you must log into your profile page in the members section of the IWCD website (www.iwcdublin.ie) and edit your preferences. *Note: this can **not** be done through the WildApricot App on your mobile device.*
- D. **Photos** - Members who do not wish to appear in any photos used by the Club for administrative or publicity purposes should avoid having their photo taken during Club events. Keep in mind that most photos are used in private, members-only areas of the IWCD website or in publicity materials during private events. Should a photo of you appear in the public area of the IWCD website and you wish to have it removed, you have the right to submit a request for its removal by contacting the Digital Secretary at digitalsecretary@iwcdublin.ie.
- E. **Withdrawal of Complete Consent** - If you wish to withdraw your consent for the IWCD to use your provided personal data, you may do so by writing to membership@iwcdublin.ie. Members can withdraw their consent at any time. However, being a Member of The International Women's Club of Dublin (IWCD) implies that you explicitly consent for IWCD to use all your provided personal data for, at minimum, internal administrative purposes. Your participation in the Club is not possible without this consent. Withdrawal of Complete Consent prevents your ability to remain a Member of our Club.
- F. **Cookies** - A cookie is a small file that a website places on your computer's hard drive. A cookie file utilises specific information when you visit a website from your computer. Cookies don't have access to personal information. The cookie automatically sends collected information to the site provider. This helps websites to monitor traffic and activity such as, but not limited to: which pages a visitor views,

how long a visitor stays on a certain page, or from which country viewer traffic is coming, etc.

- a. You have the possibility to opt out from using cookies by modifying the settings of the browser on your computer. To find out more about the WildApricot Cookie policy, including a list of cookies used and suggestions for modifying the settings on your computer to block cookies, go to:
<https://www.wildapricot.com/cookiepolicy>

6. How Long We Keep Your Data

Whilst a member has the right to request deletion of their personal data, the Club will keep it for as long as the Club deems necessary and the law allows. The Club is not responsible for member's data which is retained by WildApricot or PayPal.

7. Modifications

This Privacy Policy is subject for review and update at any time. Club Members will be informed by email when those changes and/or updates are made. Continued use of our website and WildApricot App constitutes Member's acceptance of the latest version of the IWCD Privacy Policy.