

Zonta International Data Protection Policy

Data Protection Framework

Zonta International is committed to protect the personal data of its club members and takes international regulations on data protection seriously. There is a framework between United States and European Union effective 2016 regarding data protection and how to handle personal information on European citizens stored on servers in the USA. The new European Union-United States Privacy Shield Framework was designed to provide companies and organizations on both sides of the Atlantic with a mechanism to comply with data protection regulation in the European Union when transferring personal data from a European country to United States in support of transatlantic commerce.

The new regulation includes, but is not limited to, the following requirements

- American legal entities must self-certify annually that they meet the requirements
- American legal entities must display their Privacy Policy on the website
- American legal entities must respond promptly to any complaints

Purpose

The purpose of this policy is to

- Confirm Zonta International's intention to adhere to data protection regulation
- Clarify what type of personal data that is collected on Zonta International club members and stored in the USA
- Encourage each Zonta International club in Europe and elsewhere, as required, to register with data protection agencies in their countries
- Instruct each club to nominate a data protection officer
- Ensure that every new Zonta International club member gives their written consent, at the chartering, to the storing of her information by Zonta International in the USA.
- Ensure that every Zonta International club member reaffirms this consent on an annual basis on club level and club officer confirms to Zonta headquarters' in connection with annual member information.
- Ensure that the Privacy Policy of Zonta International is posted on the website and should be reviewed and updated annually, as required.

Zonta Use of Personal Data

The personal data collected when members join Zonta International and during their membership is used as follows:

- Preparing the international directory
- Managing fees and payments payable to Zonta International
- Identifying prospective candidates for district or international office
- Identifying club member classifications Providing information to district governor and Lt. governor and exceptionally to international committee chairs for specific Zonta International projects
- Providing information of campaigns and activities in the international Zonta world
- Assisting clubs and districts in their operations, advocacy activity and public relations efforts

- Communicating with committee chairmen on district and international levels on their strategic plan and biennial goals
- Communicating news and information to district boards for onward transfer to club presidents
- Inviting members to conventions, district conferences and other major events
- Distributing Call to Convention with all underlying documentation
- Distributing governing documents
- Distributing *The Zontian* to club members and other subscribers

Personal Data Held

The following personal data is presently held on Zonta International servers in USA;

- Name
- Membership ID
- Address
- Phone numbers - home/business/fax/mobile
- Email address
- District – Area – Club
- Donation history
- Date of Birth
- Classification
- Language spoken
- Gender
- Volunteer History
- Member joining date, reinstatement and resignation dates.
- Order history
- Notes from contact with headquarters
- Website User name
- Last time member logged on to the web site
- Last activity on the website
- Last four (4) digits of credit card number, encrypted, when applicable
- Changes to members record via a change log
- Dues payment history
- Leadership access rights to website
- Federal EIN numbers on US club records.
- Member exclusion requests
- Member records marked deceased

Club Data Protection Officer

The responsibilities of this person include

- Collect club member's written consent to store personal data on the servers in USA when joining Zonta International and thereafter on an annual basis.
- Report consent given to the officer of the club who reports *Member Form B* to Zonta Headquarters annually.
- Report any consent not given to Zonta International, who will ensure that the record is updated accordingly

New Club Member Consent

The consent document - *Consent to Store Member Data* , should be added to the charter documentation, be signed by new club members and thereafter be reaffirmed by all club members in connection with the annual renewal or in other frequency as decided by the club.

Online Renewal Membership Form

The online *Member Form B* used by clubs to report annual membership will contain a box to be ticked confirming that all members on the form have signed the club form giving their consent to Zonta International to store their membership data on the servers in the USA, including photographs taken in connection with Zonta activity.

► *Privacy Policy*

Document control:

Original Document	Date: February 2017
First adopted by the ZI Board	Date: February 2017
Most recent review by the ZI Risk Manager	Date: February 2017
Amended policy adopted by the Board, posted on website	Date: February 2017
Next review date	Date: February 2018

Committee Responsible	Membership Committee
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