



# Privacy Policy

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May 2018

This Privacy Policy for International Women's Forum UK Limited (IWF UK) explains how we collect and use your personal data and which rights and options you have in this respect.

### What personal data do we collect?

The personal data we collect may include:

- Contact information, such as your name, job title, postal address, including your home address, where you have provided this to us, business address, telephone number, mobile phone number, fax number and email address;
- Information collected from publicly available sources;
- Special categories of personal data. In connection with the registration for and provision of access to an event or seminar, we may ask for information about your health for the purpose of identifying and being considerate of any disabilities or special dietary requirements you may have. Any use of such information is based on your consent. If you do not provide any such information about disabilities or special dietary requirements, we will not be able to take any respective precautions;
- Other personal data regarding your membership in IWF UK, in other professional or trade associations or similar organisations; and/or
- Details of your visits to our events.

### How do we collect your personal data?

We may collect personal data about you in a number of circumstances, including

- When you browse, make an enquiry or otherwise interact on our website;
- When you attend a meeting or another IWF UK event or sign up to receive personal data from us, including signing up for an event; or
- When you or your organisation offer to provide or provide services to us.

In some circumstances, we collect personal data about you from a third party source. For example, we may collect personal data from Twitter, LinkedIn or other organisations with whom you have dealings, or from a publicly available record.

### Are you required to provide personal data?

As a general principle, you will provide us with your personal data entirely voluntarily; there are generally no detrimental effects for you if you choose not to consent to provide personal data. However, there are circumstances in which IWF UK cannot take action without certain of your personal data, for example because this personal data is required to process your instructions or orders, provide you with access to a web offering or newsletter or event. In these cases, it will unfortunately not be possible for us to provide you with what you request without the relevant personal data and we will notify you accordingly.

### For which purposes will we use your personal data?

We may use your personal data for the following purposes only ("**Permitted Purposes**"):

- Providing services or things you may have requested, including on-line or technology services or solutions as instructed or requested by you;
- Managing and administering your relationship with IWF UK, including processing payments, accounting, auditing, billing and collection, support services;

- Compliance with our legal obligations (such as record keeping obligations), compliance screening or recording obligations;
- To analyse and improve our services and communications to you;
- Protecting the security of and managing access to our IT and communication systems, online platforms, websites and other systems, preventing and detecting security threats, fraud or other criminal or malicious activities;
- For insurance purposes;
- For monitoring and assessing compliance with our policies and standards;
- To identify persons authorised to trade on behalf of our members, suppliers and/or service providers;
- To comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory bodies;
- To comply with court orders and exercises and/or defend our legal rights; and
- For any purpose related and/or ancillary to any of the above or any other purpose for which your personal data was provided to us.

Where you are a member of IWF UK or have otherwise expressly given us your consent, we may process your personal data also for the following purposes:

- Communicating with you through the channels you have approved to keep you up to date on the latest developments, announcements, and other information about IWF UK events, project, services, products and technologies (including member briefings, newsletters and other information); or
- Collecting information about your preferences to create a user profile to personalise and foster the quality of our communication and interaction with you (for example, by way of newsletter tracking or website analytics).

With regard to marketing-related communication, we will - where legally required - only provide you with such information after you have opted in and provide you the opportunity to opt out anytime if you do not want to receive further marketing-related communication from us. We will not use your personal data for taking any automated decisions affecting you or creating profiles other than described above.

Depending on which of the above Permitted Purposes we use your personal data, we may process your personal data on one or more of the following legal grounds:

- Because processing is necessary for the performance of a member's instruction or other contract with you or your organisation;
- To comply with our legal obligations (e.g. to keep records for tax purposes); or
- Because processing is necessary for purposes of our legitimate interest or those of any third party recipients that receive your personal data, provided that such interests are not overridden by your interests or fundamental rights and freedoms.

In addition, the processing may be based on your consent where you have expressly given that to us.

### With whom will we share your personal data?

We may share your personal data in the following circumstances:

- We may share your personal data with courts, law enforcement authorities, regulators or attorneys or other parties where it is reasonably necessary for the establishment, exercise or defence of a legal or equitable claim, or for the purposes of a confidential alternative dispute resolution process;
- We may also instruct service providers within or outside of IWF UK members, e.g., the IWF UK administrator, secretaries and personal assistants to members of IWF UK, as well as Mailchimp, Eventbrite or similar web-based mailing programmes to process personal data for the Permitted Purposes on our behalf and in accordance with our instructions only. IWF UK will retain control over and will remain fully responsible for your personal data and will use appropriate safeguards as required by applicable law to ensure the integrity and security of your personal data when engaging such service providers;
- We may also use aggregated personal data and statistics for the purpose of monitoring website usage in order to help us develop our website and our services.

Otherwise, we will only disclose your personal data when you direct us or give us permission, when we are required by applicable law or regulations or judicial or official request to do so, or as required to investigate actual or suspected fraudulent or criminal activities.

### Personal data about other people which you provide to us

If you provide personal data to us about someone else you must ensure that you are entitled to disclose that personal data to us and that, without our taking any further steps, we may collect, use and disclose that personal data as described in this Privacy Policy. In particular, you must ensure the individual concerned is aware of the various matters detailed in this Privacy Policy, as those matters relate to that individual, including our identity, how to contact us, our purposes of collection, our personal data disclosure practices, the individual's right to obtain access to the personal data and make complaints about the handling of the personal data.

### Keeping personal data about you secure

We will take appropriate technical and organisational measures to keep your personal data confidential and secure in accordance with our internal procedures covering the storage, disclosure of and access to personal data. Personal data may be kept on our personal data technology systems, those of our contractors or in paper files.

### Transferring your personal data abroad

IWF UK may transfer your personal data abroad if required for the Permitted Purposes as described above. However, we note that we do not share our data with any entities outside of the UK and the European Union apart from the International Women's Forum in the United States. If you are based in a jurisdiction outside the UK or the European Union, we will continue to send our electronic communications to you unless you opt out.

### Updating personal data about you

If any of the personal data that you have provided to us changes, for example if you change your email address or if you wish to cancel any request you have made of us, or if you become aware we have any inaccurate personal data about you, please let us know by sending an email to [office@iwforumuk.org](mailto:office@iwforumuk.org). We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete Personal Data that you provide to us.

### For how long do we retain your personal data?

Your personal data will be deleted when it is no longer reasonably required for the Permitted Purposes or you withdraw your consent (where applicable) and we are not legally required or otherwise permitted to continue storing such data.

### Your rights

Subject to certain legal conditions, you have the right to request a copy of the personal data about you which we hold, to have any inaccurate personal data corrected and to object to or restrict our using your personal data. You may also make a complaint if you have a concern about our handling of your personal data.

If you wish to do any of the above please send an email to [office@iwforumuk.org](mailto:office@iwforumuk.org) for the attention of the Company Secretary. We may request that you prove your identity by providing us with a copy of a valid means of identification in order for us to comply with our security obligations and to prevent unauthorised disclosure of data.

We will consider any requests or complaints which we receive and provide you with a response in a timely manner. If you are not satisfied with our response, you may take your complaint to the relevant privacy regulator. We will provide you with details of your relevant regulator upon request.

### Updates to this Privacy Policy

This Privacy Policy was last updated in May 2018. We reserve the right to update and change this Privacy Policy from time to time in order to reflect any changes to the way in which we process your personal data or changing legal requirements. In case of any such changes, we will post the changed Privacy Policy on our website or publish it otherwise. The changes will take effect as soon as they are posted on this website.

### How to get in touch

Should you have any queries or comments regarding this Privacy Policy, please email the Company Secretary [office@iwforumuk.org](mailto:office@iwforumuk.org)

Registered address 20 Old Bailey, London EC4M 7AN.



## Data protection register - entry details

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**Registration number:** ZA217474

**Date registered:** 25 November 2016

**Registration expires:** 24 November 2022

**Payment tier:** Tier 1

**Data controller:** International Women's Forum UK Limited

**Address:**

Third Floor  
20 Old Bailey  
London  
EC4M 7AN