

# AWCB Privacy Policy

## Introduction

The American Women's Club of Bern ("AWCB") respects its member's privacy and is committed to protecting it by complying with this privacy policy ("Policy"). Safeguarding the data entrusted to our care by our club members is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data.

## Data We Collect

We collect several types of personal data that can be used to identify our members. Data we require includes:

- Name
- Postal Address
- Email Address
- Telephone Number
- Birthdate
- Certain citizenship or other related information

Optional data includes:

- Spouse or partner's name
- Children
- Nationalities
- Career
- Education

We collect member's data only.

## How We Collect Data

We collect personal data directly from the members, never from third parties. The member supplies this information either in person or by some other method such as post, email, direct message, or other electronic means.

## How We Use Personal Data

We require certain personal data for the operation of the club. We use it to

- Validate membership requirements
- Determine the member's dues
- Facilitate financial processing
- Communicate key messages

All other data, optionally supplied by the member, is used in the newsletter and membership directory as a service to the membership.

## Disclosure of Personal Data

We may disclose aggregated data about our membership, or data that cannot be used to identify any individual, without restriction.

We never disclose personally identifiable information outside of the membership.

With members' explicit consent, their personal information may be included in the monthly newsletter and annual membership directory that are never shared outside of the AWCB membership.

Our newsletter, membership directory and other communications are electronically distributed to the membership via the online service Constant Contact. Electronic invitations to our events are sent using Punchbowl. With explicit consent, members' names and email addresses may be included in the electronic distribution list which is supplied to these third-party services.

Finally, we manage social media accounts, such as Facebook and Instagram, which may include photographs, video, and audio recordings of club events. Only with explicit consent will we include identifiable images, audio recordings, tags, etc. of our members in our postings.

## Accessing and Correcting Personal Data

All members have the right to review and/or update their information as well as revoke consent at any time by contacting the club's membership chair at [membership@awcbern.org](mailto:membership@awcbern.org). Revoking consent is not retroactive.

In addition, all former members have the right to review their data by contacting the above address.

## Disposing Personal Data

We retain all the personal data of current club members. Once a member resigns, this data is retained for two years. That way, if a former member wants to rejoin within this period, we can reinstate them without the formal application process. After that, limited personal data, such as name, contact details, membership type and other club-related matters (e.g., if the member served on the board) is retained for historical and archival purposes.

## Data Security

We have implemented technical and operational measures designed to secure personal data from accidental loss and from unauthorized access, use, alteration, and disclosure.

All personal data provided to us by the membership is stored on password-protected databases on secure servers behind firewalls using Secure Sockets Layer (SSL) to ensure that the transmission of sensitive data is encrypted and appropriately safeguarded.

Although we do our best to protect a member's personal data, we do rely on member's discretion not to supply the newsletter, directory, and other personal data, either electronically (e.g. links) or hardcopy, to third parties.

## Changes to Our Privacy Policy

The AWCB may change, add, or remove portions of this Policy at any time. The date the Policy was last revised is identified at the bottom of the Policy.

## Contact Information

If you have any questions about the AWCB privacy protection practices, please contact us at [technology@awcbern.org](mailto:technology@awcbern.org).

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