

# AIWCD Privacy Statement

The American International Women's Club of Düsseldorf e.V. (AIWCD) owns and operates this web site.

The American International Women's Club of Düsseldorf e.V. will use its best endeavors to safeguard the privacy of those who use this web site. We want you to feel secure when visiting our site and are committed to maintaining your privacy when doing so. The AIWCD strives to collect and share the bare minimum on information. This policy explains data processing practices of the American International Women's Club of Düsseldorf e.V.

## What information do we collect and how do we collect?

Information on this web site is gathered in two ways: (1) indirectly (for example, through our site's technology); and (2) directly (for example, when you provide information on various pages of this web site or you complete an AIWCD Advertising contract and the information contained on the contract is transferred into the AIWCD website database).

### Indirect collection:

We collect indirectly through our Internet access logs. When you access this web site, your Internet address is automatically collected and is placed in our Internet access logs.

We use cookies on our website. A cookie is a small text file containing information that a website transfers to your computer's hard disk for record-keeping purposes and allows us to analyze our site traffic patterns.

### Direct collection:

We also collect information when you consent to voluntarily submit it to us. When you apply to be a member of The American International Women's Club of Düsseldorf e. V. online services we will collect the information, which is necessary to provide our services to you.

- We will ask for your name, address, and contact details.
- We will ask for additional information like your birth day and month, whether you are a US citizen, and if you will require a German tax receipt for the payment of your membership dues.
- We will ask about your interests in relation to our social event offering and volunteering within the AIWCD.

When you apply to become an advertiser of The American International Women's Club of Düsseldorf e. V., we will collect the information, which is necessary to provide our services to you, on a paper contract. We then transfer that information from the signed contract into the AIWCD website database.

- We will ask for your organizations name, address, and contact details.
- We will ask you to provide which type of advertising is requested.

- We will ask you if you would like to be set up on an automatically renewing contract or if it will be a onetime only contract.

We may also collect other information from you if you complete other forms within the web site, register for club events, register for member to member activity events, or contact us directly or through other Members.

We may also be required to collect information from you to complete financial transactions.

## **How do we use personal information?**

We use the personal information which we collect to provide our services to you. This may involve our disclosing the personal information to carefully selected third parties. The American International Women's Club of Düsseldorf e.V. does not sell information about you to any third party.

### **AIWCD Event Registration and Member to member Activity event Registration:**

Information collected on an AIWCD event registration is shared with the event organizer and possibly the event venue. Each AIWCD event will list specifically with what information and with whom the information is shared, within the body of the event description. The AIWCD strives to collect and share the bare minimum on information.

Information collected on a member to member activity event registration or member to member activity sign-up sheet is shared with the member who is leading the activity. Once you consent to signing up or registering for a member to member activity event, you are entering into a personal, person to person exchange, with the member activity leader. The AIWCD accepts no responsibility for information shared during person to person, personal exchanges. Each member to member activity event will list specifically the name of the activity, the name(s) of the activity leaders, and/or a method to contact the activity leader.

### **AIWCD Publication and Advertising:**

Your name and address may be shared with our magazine publisher, for the mailing of the AIWCD club magazine, the Radschläger. The Radschläger is a public publication, which is shared with AIWCD members, charities that the AWICD supports, AIWCD advertisers, and potential AIWCD advertisers.

- If a member does not wish to have their information shared with the publisher, they must update their member profile, requesting that they not receive the Radschläger.
- Advertisers who do not wish to have their information shared with the publisher should contact the AIWCD Advertising Manger to have their name removed from the mailing list.

Your name and birthday (excluding year) may be printed in the Radschläger. Your membership tenure may also be printed in the Radschläger. Members must "Opt- In or Opt- out" of allowing their information to be published in the Radschläger.

Pictures taken at AIWCD events may be printed in the Radschläger or posted onto the AIWCD website. Members must “Opt in or Opt-out” of allowing their images to be published in the Radschläger, on the AIWCD website, or on any AIWCD advertising materials.

When required, we will also use personal information to confirm that you represent yourself, your Company, that our services are suitable for your Company, and/or to set up the payment mechanism.

**Communication:**

We may also use your personal data to tailor the web site to your needs and to provide you with details of products and services which we think will be of interest to you.

We will use your personal data to deliver our “Work Flow” emails. These emails are essential for the club to function and are not optional. These emails are automatically generated by our website and include membership renewal notices, event registration confirmations, etc.

Email is the AIWCD’s primary form of communication. You are provided the opportunity to Opt-In to receiving email notifications from the AIWCD. \*Should you Opt-Out of receiving Administrative Email Blasts, you will incur shipping and handling costs for any important information that the AIWCD is required to mail to you.

- Administrative Email Blasts: We will use your personal data to notify you via email of important club business, website notifications, manual invoices, tax receipts, and the distribution of our “All Club Email” newsletter.
- Event Notifications: We will use your personal data, according to your event notification specifications, to notify you via email of upcoming club events and/or member to member activity events.

We may also, from time to time, use the details that you provide to send you information (by e-mail) about The American International Women's Club of Düsseldorf e. V. and products and services offered by us that we believe would be of interest to you.

**Financial Information:**

Your financial information may be used to complete event expense reimbursements. This information is collected on the AIWCD Expense Reimbursement form; it is kept by the club treasurer and not shared with anyone. Financial information such as this is kept for number of years required by German law and then destroyed.

We may request your financial information to complete a reimbursement of funds to you. Should this type of reimbursement be required, your financial information will be destroyed and/or deleted by the club treasurer, once the transaction is complete and the transfer is deemed successful.

We may request and store your financial information, if you are a charity to which we give monetary donations.

## Where does the information go?

The American International Women's Club of Düsseldorf e.V. does not sell information about you to any third party.

However, Members are listed in our Member database and your details are therefore made available to other Members. You may restrict the viewing of your personal information, by other members, by modifying your membership profile.

- Members are prohibited, by club rules, from using any of the information contained within the AIWCD membership directory for private business or personal gain.

## Do we give you access to your information?

You are entitled to know whether we hold information about you and, if we do, to have access to that information and require it to be corrected if it is inaccurate.

- Members have access to their membership profile to change and update personal information, privacy settings, and email subscriptions.
- You may also contact the American International Women's Club of Düsseldorf e.V. at [membership@awcduesseldorf.org](mailto:membership@awcduesseldorf.org), if you are having difficulty updating your information.

You are entitled to receive an electronic version of all the information that we have about you. You can get this information by contacting the American International Women's Club of Düsseldorf e.V. at [webmaster@awcduesseldorf.org](mailto:webmaster@awcduesseldorf.org).

You have the right to erasure. If you would like to submit a request to have your information deleted from the American International Women's Club of Düsseldorf e.V. database, please contact us at [webmaster@awcduesseldorf.org](mailto:webmaster@awcduesseldorf.org).

## What about data security?

We take appropriate steps to maintain the security of your data.

We use the cloud based software from Wild Apricot for our website. To ensure security and privacy of your data, Wild Apricot provides traffic encryption (https) capability. Traffic encryption ensures that data entered into the online forms (e.g. membership application, event registration) as well as data transferred from Wild Apricot servers back to visitors is protected from snooping, for example if you access internet over an insecure WiFi connection.

Wild Apricot's hosting provider, Amazon Web Services (AWS), is world's largest cloud provider, offering the most robust and reliable platform.

- AWS is a secure, durable technology platform with industry-recognized certifications and audits: PCI DSS Level 1, ISO 27001, FISMA Moderate, FedRAMP, HIPAA, and SOC 1 (formerly referred to as SAS 70 and/or SSAE 16), SOC 2 and SOC 3 audit reports.
- The AWS infrastructure puts strong safeguards in place to help protect customer privacy. All data is stored in highly secure AWS data centers.
- AWS storage solutions deliver highly scalable, durable, and reliable cloud storage with robust data protection.

Nevertheless, you should understand that the open nature of the Internet is such that data may flow over networks without security measures and may be accessed and used by people other than those for whom the data is intended. In the case of a personal data breach, the AIWCD will notify you within 72 hours of the identified incident.

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If you have any questions with regards to the Privacy Policy Statement of the American International Women's Club of Düsseldorf e.V., please our webmistress at e-mail [webmaster@awcduesseldorf.org](mailto:webmaster@awcduesseldorf.org) .