



Zonta International Data Protection Guidelines

In compliance with GDPR, the General European Data Protection Regulation, Zonta International, its districts, clubs¹ and agents store, host and otherwise process the personal data supplied to Zonta International and Zonta Foundation for Women.

The GDPR request that this data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

The personal data that is stored and used by Zonta International and Zonta Foundation for Women is provided in connection with membership applications or donations, attendance to Zonta events such as convention, district meeting and fundraisers, advocacy activity or information provided during the nominating process among other things. The data will be stored at headquarters in Oak Brook, USA, on specific vendor servers necessary for Zonta International and Zonta Foundation for Women operations and in cloud-based storage, but also locally on club and district databases. By registering or renewing membership, or making a donation, members/donors must give their consent that the personal information they have provided can be stored and used to communicate information relevant to the membership of Zonta International and its activities.

Zonta International may disclose personal information that is collected, or provided as described in these guidelines to contractors, service providers and other third parties used to support the organizations and are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which it is disclosed to them.

Zonta International does not trade, sell or rent personal information to third parties, unless required by law. The data is used to allow members access to the Zonta International and Zonta Foundation for Women websites, to communicate with members/donors by email, SMS text messaging or other chatlines, social media or mail and to distribute documents and information relevant to membership in clubs, committees, boards or other Zonta International and Zonta Foundation for Women volunteer groups.

Members may opt out of being visible to other members in the directory on the website by choosing that option on the member profile page under *My Settings* on the international website.

Members may opt out of receiving direct communication such as email and mail by choosing that option on the member profile page under *My Settings* on the international website.

¹ References to Zonta club(s) or club(s) include e-clubs.

Opting out of having any information stored or used by Zonta International or Zonta Foundation for Women is theoretically possible but would present almost impossible barriers for membership. Members who wish to consider this option should contact memberrecords@zonta.org for further advice.

Members may change their personal information by using the member update feature in the *My Zonta* section of the website or by sending an email to memberrecords@zonta.org.

Direct Marketing

Advertising and marketing, includes any material which promotes the aims and objectives of Zonta International, not just promoting products or services. By promoting Zonta activities and news about the organization, we are doing direct marketing and will be obliged to follow this regulation.

Use of Personal Data

Zonta International uses the personal data of its members mainly for the following purposes:

- Preparing the international directory.
- Managing dues and fees payments.
- Identifying prospective candidates for district or international office.
- Identifying club member classifications.
- Providing information to district officers and international committee chair for specific Zonta International projects.
- Providing information of campaigns, fundraisers and activities relevant to Zonta members and the Zonta network.
- Assisting clubs and districts in their operations, advocacy activity and public relations efforts.
- Communicating with committee chairs on district and international levels on their strategic plan and biennial goals.
- Communicating news and information by email to the Zonta community.
- Inviting members, speakers and guests to conventions, district conferences and other major events, and collecting registration fees and other fees.
- Distributing *Call to Convention* with all underlying documentation, including slate of candidates for incoming biennium.
- Distributing governing documents.
- Distributing *The Zontian*, newsletters and other news to club members and other subscribers.
- Other direct marketing of Zonta campaigns, events and news.

Additionally, the personal data collected when members donate to the foundation is mainly used as follows:

- Managing donors and donor contributions records for the Zonta Foundation for Women.

- Supporting the donor recognition program of the Zonta Foundation for Women including publication of donor names in the annual report, website, foundation newsletters and public events.
- Communicating with foundation ambassadors, Zonta members, prospective members, prospective donors and other third-party supporters.
- Inviting donors to foundation activities at conventions, district conferences and other major events.

Personal Information Held

The following personal member data may be held on Zonta International servers in the USA or at third-party vendors contracted to Zonta International or Zonta Foundation for Women:

- Name.
- Membership ID.
- Donor ID.
- Address.
- Phone numbers - home/business/fax/mobile.
- Email address.
- District – area – club number.
- Classification.
- Language spoken.
- Volunteer history.
- Donation history.
- Type of gift.
- Pledges and future commitments.
- Member joining date, reinstatement and resignation dates.
- Order history.
- Notes from contact with headquarters.
- Website username.
- Social media contact names.
- Last time member logged on to the website.
- Last activity on the website.
- Last four digits of credit card number, encrypted, when applicable.
- Changes to members record via a change log.
- Changes to donor record via a change log.
- Dues payment history.
- Leadership access rights to website.
- Bank details of members of the leadership for expense reimbursement purposes.
- Federal EIN numbers on US club records.
- Member exclusion requests.
- Member records marked deceased.
- Donor records marked deceased.

New Club Member Consent

The consent form - *Consent to Store and use Personal Data*, must be signed by new

European club members and thereafter be reaffirmed in connection with the annual renewal. The form should be added to the charter documentation of all new European clubs. The consent form may also be used by other clubs to document consent to store and use personal data.

The person in the club who is responsible for the membership records shall collect the signed forms, and store them.

The consent form includes a consent to Zonta International and Zonta Foundation for Women to store on Zonta's servers in the USA the personal membership information the member has provided by applying for membership and added during their membership years, including photographs taken in connection with Zonta activity.

Forms

The *Donation Form* available on the international website contains a tick box and signature for European donors to provide consent for Zonta Foundation for Women to communicate with the donor by email or other means and to store and use information for Zonta purposes. Donations made online may check a box to make the donation anonymously.

Award applications include a *Declaration by Applicant* of consent to the electronic or hard copy publication by Zonta International of material presented in the application by the candidate.

The *Nomination Form* for candidates includes a privacy statement about the use of the information provided by the candidate. It also states that no information will be disclosed to third parties without your authorization, except if required by law. The same form, in the nominee's declaration, requires signing that: *I give my consent for my personal information to be shared and discussed with all members of the International Nominating Committee.*

Districts' and Clubs' Personal Data Handling

Zonta districts and clubs worldwide are covered by the *Consent to Store and Use Personal Data Form* signed by Zonta European members and can therefore communicate Zonta information and news to the European members who have consented. Zonta International will inform districts and clubs of any member who has not consented, and no data of such member can be stored or used for any purpose.

Please note that members who left Zonta before the enforcement of GDPR, have not signed a consent form and their data cannot be stored or used unless they consent.

Non Zonta Members

Zonta International and Zonta Foundation for Women will seek consent to store some personal data and communicate with European non-members such as prospective members, awardees, convention guests and speakers, UN contact persons among others.

Clubs and districts who hold data of other European citizens, non-Zonta members and not covered by the Zonta consent form, shall have to seek the consent of these citizens before

storing or using their data. The clubs and districts shall also have to establish procedures for these individuals to be able to withdraw the consent, to be able to be informed about what data is stored about them and be able to ask for the data to be deleted. There is also a requirement to inform all individuals stored within 72 hours of a data breach.

► [General Data Protection Regulation \(GDPR\) Compliance Guidelines](#)

This right and obligation by clubs and districts worldwide is not limited to European clubs and districts but include worldwide districts and clubs when they intend to keep and use personal details of European members and other citizens.

If a club is arranging a fundraiser, they may email and invite Zonta members, but cannot invite members who left before this financial year, nor any other European citizen whether they have been attending previous fundraisers or not, unless they have given their consent for the club to store and use their data. However, the club can put up posters about the fundraiser – a poster is not personally addressed to somebody.

Z Clubs and Golden Z Clubs

Members of Z clubs and Golden Z clubs are not registered on the Zonta International database and therefore no consent will be requested from headquarters. The international Z Club and Golden Z Club committee, the school contact person or the host club shall have to collect consent from the members in Europe, in order to communicate. If members are less than 16 years old, parental consent is required.

This information should not be sent to Zonta International.

Data Protection Officer

As reported in the respective data protection policies, Zonta International and Zonta Foundation for Women have a data protection officer, the executive director.

Although it is not a formal requirement to have a data protection officer in the clubs, the European clubs may wish to consider the advantage of having somebody dedicated to:

- Collect club member's written consent to store and use their personal data when joining Zonta International and thereafter on an annual basis, and pass the information to the club officer making membership reports to headquarters.
- Collect consent from European non-Zontians with whom the club wish to communicate and market its activity and hence keep the contact details on record.
- Report any consent not given to the club. Zonta International will ensure that the record is updated accordingly, and clubs and districts informed.
- Ensure that consent forms are stored securely.

- *Consent to Store and use Personal Data Form*
- *Data Protection Policy*

Document control:

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| Original Document | Date: February 2017 |
| First adopted by the international board | Date: February 2017 |
| Most recent review by the risk manager | Date: February 2022 |
| Amended policy adopted by the board | Date: July 2022 |
| Convention 2022 update | Date: June 2022 |
| Next review date | Date: February 2027 |

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| Committee Responsible | Risk Manager/ International Board |
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