



## Privacy Statement – Feminenza Website

### Introduction

You have a right to privacy. We strive to protect that privacy, by using the minimum data maintain the services which you use on this website, keeping that data securely and managing it to high standards.

The rights and processes detailed in this privacy statement apply to all visitors to our website <https://www.feminenza.org> from any location. It describes the principles used to collect, manage, transfer and store your data when you access our website. It explains our approach to keeping your data secure and how we are protecting your rights.

If the way we manage your data changes or additional obligations are placed on Feminenza, we may need to modify and update this privacy statement from time to time. Any such change will become effective once it has been posted on our website.

Should you have any questions about how Feminenza manages your data, you can email: [dataprotection@feminenza.org](mailto:dataprotection@feminenza.org).

### Our Legal Obligations explained

The administration of this website is bound by significant legislation including: The Privacy and Electronic Communications (EC Directive) Regulations 2003 and the General Data Protection Regulation (GDPR 2018). Although you may access the website from a location outside the European Union, the website is managed under, and governed by, EU laws and regulations.

### Terminology Explained

There are some standard legal terms Feminenza is required to use in this Privacy Statement. To make these clearer, there is a list of the key terms below along with a brief explanation.

**"Website"** Wherever we use this term, we are referring to the website which is accessible through the domain name <https://www.feminenza.org> including all of the web pages thereof.

**"You" "Your"** This refers to you as the visitor, the user of the Website and to whom the data processed by this website refers.

**"Data Controller"** We are required under the regulations (above) to appoint a Data Controller which is accountable to the Information Commissioners Office (ICO) of the United Kingdom. This role ensures that your data is properly managed and processed for purposes which are lawful, and which have been formally registered with the Information Commissioner's Office.

Feminenza International, the Webmaster (designer, maintainer) for the website, is the Data Controller and is committed to provide sound, safe stewardship of your data.

Feminenza International has registered with the Information Commissioners Office as a Data Controller – registration number: ZA457681.

Feminenza International is a charity, No 1170535, registered with the Charity Commission in the UK. The formal address for postal correspondence is: PO Box 638, Orpington, Kent BR5 1XU, United Kingdom. Office address: C/o Como House, Como Road, Malvern, WR14 2TH, United Kingdom. You may also email us (see above).



A **“Data Protection Officer” (DPO)** is an organizational role in Feminenza, mandated by UK law, to ensure that we process your personal data fairly, comply with UK privacy law. The Data Protection Officer is there to answer your queries and provide you with timely access to your data. To find out who the Data Protection Officer for your location is please email: [dataprotection@feminenza.org](mailto:dataprotection@feminenza.org).

**“We” “Our”** Refers to Feminenza’s international network. Feminenza is active in 15 countries where members of the international network contribute to the development of its works by research, educational programs and delivery of training programs and workshops. A formal Feminenza presence can be found in Canada, Denmark, Germany, Israel, Kenya, Netherlands, United Kingdom, USA.

Other terms used in this statement but not explained above have the meaning ascribed to them in the **European** General Data Protection Regulation 2018.

### **What we collect (categories of data processed)**

We may collect the following types of personal data when you use our website:

(a) When entering and using the website:

- We record your internet IP address (a unique string of numbers separated by full stops that identifies the location on the internet through which your device accessed the website)
- Please note that the Google Analytics Cookies do not contain any personal data, as Feminenza uses the Google Analytics Anonymize IP method, which truncates a part of the IP address from which the User accesses the Website.

(b) When you choose to complete the Contact/ Request Information form found at this URL: (<https://www.feminenza.org/contact>) you are asked to input your:

- E-mail address
- Full Name

### **Why we collect this data (Purposes of processing)**

We collect and processes your personal data for the following purposes:

- To ensure a smooth and uninterrupted operation of the website.
- To help us improve the operations of the website, making it more user friendly and, for example, ensuring that the content you seek is delivered in a language and format which is most accessible for you and your device.
- To complete the service you may have requested via the website.
- To respond to a ‘request for contact/request for information’ form you may have completed.

Any subsequent email communications via a mailing list will only occur once you have provided additional explicit consent. We collect and process your personal data solely for the purposes explained above and only to the extent strictly necessary.

### **Sharing your personal data**

Data is only shared when we are obliged by law or when, in maintaining this website and responding to your service requests, we must involve specialist third parties. For example, the handling of a



donation may involve providing your financial authorization to our banking and credit card administrators through a third-party service such as Paypal.

Your personal data may be communicated or transferred to government authorities and/or law enforcement officers, if within the scope of enforcing a court decision or order, or for complying with a provision of law. This may also be required in order to serve the legitimate duties of a Data Controller. Those duties are stated in the applicable laws (above).

The website is maintained by specialist organisations bound by agreements to protect your data:

- Microsoft Corporation provides the technological platforms for this website and, in maintaining the platform its staff may, purely for maintenance purposes, access your data. Microsoft Corporation has a contractual duty to protect your rights under the laws stated above. The company is also bound by a Confidentiality Agreement and a privacy statement: <https://privacy.microsoft.com/en-ca/privacystatement>.
- Google Analytics, provides the cookie tool for our website and are bound by their own Privacy Policy: <https://support.google.com/analytics/answer/6004245>

If we must share your data, we do so only when there is a clear obligation and never for profit. Where permitted by law, we will advise you of any such disclosure in advance.

#### **Transferring data outside of the EEA**

Information we hold about you may be transferred to other countries (which may include countries outside the European Economic Area ("EEA")):

- where Feminenza has established Chapters (<https://www.feminenza.org/who-we-are/>)
- where the third parties (Microsoft and Google Analytics) conduct their activities.

When we, or our permitted third parties, transfer your personal data outside the EEA, we endeavor to impose appropriate contractual obligations on the recipients of that data.

#### **Confidentiality and Security of Information**

Feminenza works to ensure that all its processes are conducted in a manner that protects the confidentiality and security of your data. As part of this, we have in place appropriate administrative and technical measures to protect your data against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access, as well as and any other form of unfair processing.



### How long do we keep your data?

We only keep your data when necessary and only for the period required to support the operations of the website or to facilitate any audits the website may have to undergo. The table below tells you how long we will keep the different types of data we gather from you.

Categories of personal data collected	Time and place of retention of personal data
IP address	On the Feminenza web server (located in the EU) for a maximum of 25 days
Email and Full Name from Contact Form Submissions	This information will be provided to a Feminenza Representative in a location most relevant to you. It will be retained in-line with Feminenza's Retention Strategy (maximum 10 years) unless you request for its removal beforehand.

### Your rights

You have a right to enquire about the data we keep about you, the purposes for which that data is used and therefore the services in which it was used. You have the right to have your data updated and to secure a copy of your data in a clear, understandable form. These rights are defined in the laws (above). Feminenza has policies and processes to help you enact on your rights.

### Have questions or need help?

To help protect your interests, Data Protection Officers (DPOs) have been appointed to cover the locations where Feminenza operates. The DPOs work to protect your interests, monitor how we manage personal data, review how and why it is processed and control who can access it, when and why. To contact your Data Protection Officer, please email [dataprotection@feminenza.org](mailto:dataprotection@feminenza.org). Your local DPO will then respond to you.

If, having contacted us, you are not satisfied by our response you have the right to file a complaint with the [Information Commissioner's Office](#) (the UK state authority appointed for this purpose). You do not have to be a citizen of the UK to invoke these rights.