

# **Privacy Policy**

**Chalmers Women's Association**



## **Privacy Policy: Chalmers Women's Association (CWA)**

Your integrity is important to us. Therefore, we are considerate that the collected personal data about you are stored and handled in a safe and secure way, in compliance with the data protection legislation.

This information explains how CWA process personal data and your rights. The information is addressed to you who is

- a registered member of CWA
- visiting our social media platforms or web page
- communicating with CWA through e-mail or other channels

We encourage you to read through this information. If you have any questions about how your personal data is handled, you are welcome to contact us. Our contact details can be found in the sidebar.

### **Who is responsible for your personal data?**

Chalmers Women's Association (802529-3260) is the controller for the processing of your personal data.

### **What is personal data?**

Personal data is any information that is related to or can be used to identify a living person, directly or indirectly. E.g. name, email, phone number, social security number, IP address, photos and videos.

### **What personal data is CWA collecting?**

CWA will only gather, process and save personal data that is necessary, essential and compatible with the purpose of the service.

When you choose to become a member of CWA and register through our digital platform, CWA might gather the following personal data from you:

- Name, email, social security number, phone number, relevant information about your education, e.g. educational program and semester, occupation, relevant registration-information, Chalmers-ID, information about your use of CWA's platforms as well as other information you submit to CWA.

When you sign up to an event hosted by CWA, CWA might gather:

- Name, social security number, email, and relevant information about your education or occupation, e.g. educational program and semester. Personal data is also collected for accounting purposes and to enable CWA to contact you, CWA 's partners or other authorized persons related to the event.

## **Purpose and lawful basis for process of your personal data**

CWA collect, process and save registered personal data in order to conduct our business and to offer you various services. The following lawful basis support our collecting of personal data.

### **With your consent**

- CWA will collect, process and save your personal data based on your consent. This is the case if you want to exercise your rights to participate in organised events hosted by CWA or register at our web-page.
- CWA might also send out regular newsletters and relevant information about the association and activities by email, text and on the website based on your consent.
- CWA will collect, process and save your personal data to enable continued communication and support.
- CWA might share pictures and videos of you on our social media platforms for marketing purposes, based on your consent.
- By becoming a member of CWA and register at our web page your data will be shared with Wix since it is necessary to fulfil a contract entered into between you and CWA, i.e. your membership with CWA. We will share your personal data with Wix, based on your consent.

Your consent to the processing is only valid for the one or more specific purposes it was given. If necessary, CWA will request your consent for further processing.

### **Based on assessment of legitimate interests**

- CWA process your personal data based on an assessment of legitimate interests.  
E.g. CWA might publish pictures and videos from events on CWA social platforms, website or for direct marketing purpose. You are entitled to object against this at any time by contacting the board of CWA and request that pictures of you are erased or anonymized.
- CWA will process your personal data for direct marketing purposes based on an assessment on legitimate interest. This is the case if you are or have been registered as a member of CWA or use any of the services provided by CWA.

### **Based on legal contract**

- CWA will collect, process and save your personal data based on the agreement of membership when you register as a member of CWA.

**To fulfil our legal obligations**

- CWA will collect, process and save your personal data to fulfil our legal obligations under national and European law. E.g. data necessary for accounting purposes and declaration of taxes.

**Your rights**

According to data protection law, you have certain rights that are presented here.

- You are entitled to access and request information about what personal data CWA is processing about you, and how, at any time.
- You are responsible for the accuracy of any personal data that you provide CWA with. If your personal data is inaccurate or insufficient you should send notice to CWA as soon as possible. Your personal data needs to be up-to-date at all times in order to fulfil its commitment to you and third parties.
- You are entitled to request correction on incorrect, incomplete, or missing personal data concerning you at any time.
- You are entitled to request that CWA cease to process your personal data and deletes all existing data concerning you. This right does not apply if there is another lawful basis or otherwise legal obligation for CWA to continue processing your personal data.
- You are entitled to withdraw your consent at any time. In case of a withdrawal, CWA will cease to further collect and process your personal data and previously collected data will be deleted unless there is another lawful basis for continued processing.
- You are entitled to lodge a complaint to the Swedish Data Protection Authority (sv. Dataskyddsinpektionen) if you consider CWA to be processing your personal data incorrectly or without lawful basis.

**Who has access to personal data?**

- CWA reserves the right to share your personal data with third parties when necessary to fulfil CWA's legal obligations, e.g. Supervisory Authority, partner companies, and Chalmers Student Union.
- CWA might share your personal data with third parties providing services to the organization. In such cases, CWA may also share your personal data with a third party outside of the EU/ESS, but only if the country has a documented, adequate level of security level according to the current standards set up by the Commission or with your given consent to such treatment. If your consent is required, you are entitled to relevant information regarding possible risks of the process.

- CWA's website where you register as a member, is a service from Wix. Therefore, Wix is a data processor for CWA. CWA has, as a user of Wix's services, agreed on Wix's Data Processing Agreement. The agreement is a public and binding document between Wix and the user (CWA), where each party agrees to process personal data only within the purposes set forth therein. You can read the Data Processing Agreement here: <https://www.wix.com/about/privacy-dpa-users>
- CWA will notify any third party who has access to your personal data if any changes are necessary or requested to ensure the protection of your rights under the regulation and CWA policy.
- CWA may share your personal data if it is necessary to comply with applicable national or international legislation, or to comply with CWA's legitimate interests or to detect and prevent unauthorised access or use of Your Personal Data.

### **For how long is personal data stored?**

- CWA saves your personal data as long as they are necessary for the purpose for which they have been collected and processed, or as long as required by law.
- Your personal data will be kept in a form which permits identification of you, for no longer than what is necessary for the purposes for which your personal data are processed. CWA will examine the continued need for, and do an inventory of, your personal data, on a regular basis to ensure that there is still a legitimate lawful basis for continued processing. If or when there is no longer a lawful basis for processing, all of your personal data will be permanently erased.
- Examination and potential erasing of data, as stated above, will occur at least once a year.

### **Changes to the privacy policy**

CWA reserve the right to change the policy at any time. If changes are made, you will be notified in advance and given the opportunity to object. If you object CWA will cease to collect further personal data from you.