



Privacy Policy

Zonta International, a 501(c)(4) organization, and Zonta International Foundation, a 501(c)(3) organization, are committed to collecting and using personal information responsibly, securely and fairly. This privacy notice tells you what to expect when Zonta International and Zonta International Foundation collects personal information via our websites or by other means.

Privacy Information

Personal data, received in connection with membership applications, donations or attendance at Zonta events, are held by the organizations on individual members of Zonta International, members of Zonta clubs, prospective members and donors to Zonta International Foundation. The data is used to provide information about activities of the organizations of general interest or a special event or to provide specific information directed to individual members, members of clubs, areas and districts of Zonta International.

The member and donor data is held in cloud-based storage provided for by specific cloud storage vendors.

The membership database and website are managed on iMIS <https://www.advsol.com>. iMIS provides SSL security encryption for our website world-class data security and PCI-validation. A description of iMIS' data protection, privacy and GDPR compliance can be found here: https://www.advsol.com/asi/IMIS20/services/Services/asi_gdpr.aspx.

Fundraising and donor management is maintained on the Blackbaud Raiser's Edge NXT platform. A description of Blackbaud's security measures that are used to protect our donor databases can be found here: <https://www.blackbaud.com/files/BlackbaudSolutionsAgreement.pdf>.

Both the membership and donor databases are password protected and only accessible to relevant staff members.

The Information the Organizations Collect

Neither Zonta International nor Zonta International Foundation disclose, trade, sell or rent personal information to third parties, unless required by law. The data is used to allow club members and donors access to the Zonta International and Zonta International Foundation

Printed hard copies of controlled documents are considered uncontrolled. Any person using hard copies for ease of reference are required to determine the up-to-date status of any hard copy document ensuring it matches the current electronic version.

websites, to allow Zonta International and Zonta International Foundation to communicate with club members and donors electronically or to distribute documents and information relevant to membership in clubs, committees, boards or other Zonta International and Zonta International Foundation volunteer groups.

A membership directory is available on the members-only section of the website. Club members may opt out of being visible to other members in this directory by choosing that option on the members-only profile page.

Club members can opt out of receiving direct communication such as email and mail by choosing that option on the member-only profile page on the international website. The organizations collect information relating to individuals connected to the organizations and their activities. The information is mainly received in connection with membership applications and ongoing membership or through donations made or when attending Zonta events. Information may also be collected about individuals connected to the organizations when they interact with either organization, are active on social media platforms, apply for scholarships and other education programs, register for conventions or other activities as guests, or contact us to inquire about membership, events or how to donate.

The organizations only store personal information that club members, donors or others have knowingly provided or that has been generated through participation in Zonta activities.

Zonta International does not collect or maintain information from those actually known to be under the age of 13, and no part of our site is structured to attract anyone under the age of 13.

Member Access to Data

Zonta International. Individual members of Zonta International and every member of a Zonta club has access to their own and other members base data through the website and members are encouraged to update the information when required. Base data are

- name,
- address,
- email,
- telephone number,
- membership classification,
- membership number,
- joining date,
- club name and number,
- area, and
- district.

Zonta International Foundation. Information regarding donors, donations, amounts or total lifetime contribution is available to the individual donor, who would need to log into the donors-only website with ID and password set by the donors themselves. Base data are:

- name,
- address,
- email,
- telephone number, and
- online giving history,

Donors can contact zifoundation@zonta.org for more detailed information of amounts and dates of their donations.

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 chairmen for specific Zonta International projects,
- providing information about 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 chairmen 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, and
- distributing *The Zontian*, newsletters and other news to club members and other subscribers.

Zonta International Foundation. The personal data collected when members donate to the Zonta International Foundation are mainly used as follows:

- managing donors and donor contributions records for the Zonta International Foundation,
- supporting the donor recognition program of the Zonta International Foundation including publication of donor names in the annual report,
- communicating with foundation ambassadors and other Zonta International Foundation volunteers, and
- inviting donors to Foundation activities at conventions, district conferences and other major events.

Member and donor Access to Personal Data.

For access to members-only resources and any other personal feature on the website, members, donors and other users are asked to register and provide some limited information. This data is submitted voluntarily. The form requests the user to provide information including name, address, email address, interests and other information similar to what is submitted to the organizations through membership applications, convention or conference registrations, Zonta store orders, subscriptions and contribution forms. The access to the website is granted by a unique ID and password, set by the member themselves.

Non Zonta Member Access to Personal Data

Zonta International and Zonta International Foundation will seek consent to store some personal data and communicate with non-members/donors. Individuals who from time to time receive information from the organizations include awardees of the Zonta education programs, donors, United Nations agencies or other non-member supporters of the organizations. The information collected pertaining to these individuals includes contact details such as name and address, email address, telephone number, social media contact details, any participation in events sponsored by any level of Zonta International and any information contained in the education program applications.

The organizations may disclose personal information collected or provided as described in this policy to contractors, service providers and other third parties that support the business of either organization and that are bound by contractual obligations to keep personal information confidential and to use it only for the purposes for which the information is disclosed to them.

General user of websites. We do not collect personal information from users browsing the official websites. Users from the public browsing the websites do so anonymously. Aggregate data such as the number of visits per page will be recorded and stored. Aggregate data do not provide any personally identifying information.

Lawful Bases for Processing

The lawful bases for the organizations to process data are one or more of the following:

Consent. The individual has given clear consent for the organizations to process personal data for specific purposes.

Contract. The processing is necessary for a contract or agreement between the organizations and the individual, or because specific steps are required before entering into a contract.

Legal obligation. The processing is necessary for the organizations to comply with applicable statutory or regulatory requirements.

Legitimate interests. The processing is necessary for the organizations' legitimate interests or the legitimate interests of a third party unless there is a reason to protect the individual's personal data that overrides those legitimate interests.

Withdrawal of consent

Member. For a member to withdraw the consent for the organizations to store and use personal information is possible, but would present almost insurmountable barriers for membership, inasmuch as headquarters' Membership Department and Zonta districts, areas and clubs would be unable to communicate with the individual member or members of clubs.

Withdrawal of consent would deny the nonconsenting individual access to all information about the activities of the organizations. In order to avoid violating the withdrawal of consent, the organizations would be obliged to inform districts, areas and clubs that the member data is no longer available to store, use or share.

Individual members or members of clubs may opt out of being visible to other members in the directory on the website, by choosing that option on the member profile page on the international website.

A member can opt out of receiving direct communication such as email and mail by choosing that option on the member profile page on the website.

A member can 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.

Nonmember. A nonmember must consent in order to receive communications from the organizations and can withdraw such consent and opt out of receiving any further communications by sending an email to memberrecords@zonta.org.

Cookies

The organizations use cookies on the websites. A browser can be set to refuse or accept cookies.

Visitors to our site from outside the United States, should be aware that their information will be transferred to and maintained on computers located within the United States. The collection, use, retention and any other processing of your information will be governed by United States law and further by the specific jurisdictions within the United States where that information is stored, unless otherwise specified.

Zonta International reserves the right at any time and without notice to change this Privacy Policy in accordance with applicable statutory and regulatory requirements. Any such change will be effective immediately upon posting on the website.

Questions about this *Privacy Policy*, the practices of the website or any problems using the site, can be addressed by email to: webmaster@zonta.org or by mail to the webmaster of:

Zonta International/Zonta International Foundation

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Document control

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| Original Document | Date: March 2010 |
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| Most recent review by the ZI Risk Manager | Date: May 2018 |
| Amended policy adopted by the ZI and ZIF Boards, posted on website | Date: August 2020 |
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| Committee Responsible | Zonta International Board |