

# WIMBIZ DATA PROTECTION POLICY

## **INTRODUCTION**

A structured and modernized database of an organization is contingent on three basic elements; a swift and responsive data infrastructure; intelligent data centre operation and a modern and rigid approach to data protection. A Data Protection Policy is therefore one which aims at securing and protecting logical data stored, consumed, and managed by the organization against corruption, compromise or loss.

The Women in Management Business and Public Service (WIMBIZ/ the Organization), in compliance with the General Data Protection Regulations has drawn up this Data Protection Policy that serves to regulate the processing of personal information received by the Organization. This Data Protection Policy and governance regime is developed as part of the Organization's resolve to proactively improve upon our data protection stewardship and architecture.

## **WIMBIZ DATA PROTECTION POLICY**

The Organization may collect personal data from business contacts, partners, personnel, contractors and other individuals (Data Subjects), for reasonable business purposes only if there is consent or deemed consent and the Data Subjects have been notified of such business purposes. The Organization may also collect, use or disclose personal data if it is required or authorized under relevant and applicable laws.

### **1. DATA PROTECTION OFFICER**

There shall be appointed for WIMBIZ, a Data Protection Officer who shall have the following responsibilities:

- a.** Monitor and ensure that WIMBIZ processes the personal data of its Data Subjects in compliance with this Policy and other local data protection laws;
- b.** Identify and evaluate the Organization's data processing activities;
- c.** Give advice and recommendations to the Organization about the interpretation or application of the data protection rules;
- d.** Draw the attention of the Organization to any failure to comply with the applicable data protection rules.

### **2. COLLECTION OF PERSONAL DATA**

Personal data may be provided in forms filled out by the Data Subjects through face to face meetings, email and other correspondences, telephone conversations, WIMBIZ website or provided by third parties.

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All such collected data will only be collected, held, processed, used, communicated and/or disclosed in accordance with this policy. The personal data obtained by the Organization may be used for the following;

- a. To provide services;
- b. To serve recruitment purposes;
- c. To respond to the Data Subject's request for the purposes of what such data is provided for;
- d. To maintain contact with partners and other contacts;
- e. To keep partners and other contacts informed of the offered by WIMBIZ, industry developments, service offerings, seminars and other events hosted by the Organization, that may be of interest to them;
- f. For general management, reporting and accounting purposes;
- g. For such other purposes related to the aims and objectives of WIMBIZ.

The Organization recognizes the right of any Data Subject to unsubscribe from mailing lists, registrations, or elect not to receive further marketing information from WIMBIZ by contacting the Data Protection Officer, if any of the Organization.

### **3. ACCURACY, ACCESIBILITY AND CORRECTION OF PERSONAL DATA**

- a. WIMBIZ will make a reasonable effort to ensure that personal data collected by us or on our behalf is accurate and complete.
- b. WIMBIZ will provide its data subjects with access to their personal data or other appropriate information on their personal data upon request. This may however come with a fee charged on such requested access.
- c. The Organization will correct any error or omission in any personal data that is in the Organization's possession or control upon request.

### **4. CONFIDENTIALITY AND DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

WIMBIZ shall not disclose personal data to third parties except in the following circumstances:

- a. when required by law;
- b. when the Data Subject's consent or deemed consent has been obtained to disclose such personal information;
- c. where a third party(ies) has been engaged such as data intermediaries or subcontractors, specifically to assist with the Organization's activities. In this case, such third parties will be bound contractually to keep all information confidential;
- d. where such transfer is made to a successor-in-interest to the Organization's assets.

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## **5. SECURITY AND PROTECTION OF PERSONAL DATA**

- a. The Organization has implemented generally accepted standards of technology and operational security to protect the personal data in its possession or under its control and to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.
- b. All WIMBIZ personnel follow a network-wide security policy. Only authorized WIMBIZ personnel are provided access to personally identifiable information and these personnel have agreed to ensure confidentiality of these information.

## **6. PERSONAL DATA RETENTION AND DATA EJECTION**

### **a. *Personal Data Retention***

WIMBIZ will retain the Data Subject's personal information/data for the purposes outlined in Clause 2 of this Policy. When WIMBIZ no longer needs the Data Subject's personal information/data, which will generally be seven years after the personal data is collected, WIMBIZ will remove it from its systems. Where WIMBIZ withhold personal data for a period longer than 7 (seven) years, it would be to satisfy legal or regulatory obligations and WIMBIZ's legal basis will be relevant laws or regulations.

### **b. *Personal Data Rejection***

WIMBIZ reserves the right to reject the personal information/data supplied by a Data Subject where the information/data collected is found to be inaccurate, improper or fraudulent, and where it is believed that such data when used will be contrary to the objective of this Policy.

## **7. CONSENT AND WAIVER**

Upon reasonable notice being given by a Data Subject of his/her withdrawal of any consent given or deemed to have been given in respect of the Organization's collection, use or disclosure of Data Subject's personal data, WIMBIZ will inform the Data Subject of the likely consequences of withdrawing his/her consent. WIMBIZ will thereafter cease (and cause any of its data intermediaries and agents to cease) collecting, using or disclosing the personal data unless it is required or authorized under applicable laws.

## **8. RIGHT TO RESTRICTION OF DATA PROCESSING**

All Data Subjects reserve the right to restrict processing of his/her personal data in defined circumstances and these include:

- i. Where the accuracy of the data is contested;
- ii. Where the processing is unlawful; and

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iii. Where the data is no longer required, save for legal claims of the Data Subject.

## **9. WEBSITE AND ONLINE PRIVACY**

This Policy also applies to any personal data collected via the Organization's websites. Cookies may be used on some pages of the websites. A visitor on the Organization's website is however permitted to decline cookies and still fully navigate the Organization's websites however some functionality in the site may be impaired.

The Organization aims at enhancing the website experience of visitors and as such may provide a number of links to third party websites. The Organization however assumes no responsibility for the information practices of these third-party websites and its privacy practices no longer apply.

## **10. AMENDMENT AND MODIFICATIONS**

WIMBIZ reserves the right to modify or amend this Policy at any time. To keep its partners and other contacts informed, WIMBIZ will notify changes to this Policy by prominently identifying the alteration for a period of not less than two weeks on its home page at <http://wimbiz.org/>

**APPROVED AND ADOPTED THIS ..... DAY OF .....2019**

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**CHAIRMAN, BOARD OF TRUSTEES**

.....  
**TRUSTEE**