



International Ambassador Club

Data Protection Declaration

1. Why do we collect data?

We collect data in order to provide information to our members and to ensure that members can communicate with each other.

2. What data do we collect?

We collect the following data from club members and their partners:

1. pictures
2. names
3. titles
4. job
5. job position
6. postal and e-mail addresses (private and business)
7. private and business URLs
8. addresses of social networks
9. telephone numbers (private and business)
10. dates of birth
11. dates of entry to and exit from club
12. language knowledge
13. hobbies

3. What processing of data do we carry out?

1. master data facility
2. member management
3. e-mail newsletter
4. postal despatch of various magazines
5. information to members about activities and events
6. invitation to events
7. links with other club members (e.g. with similar interests)
8. donation requests
9. advertising
10. collection of membership subscriptions
11. accounting (legal requirement for EA invoicing and document storage for 7 years)
12. provision of statistics about the composition of clubs (age, trades, level of education etc.)
13. holding of the delegates meeting
14. reports in text, picture, sound and video
15. club chronicle
16. networking in social media e.g. facebook, twitter, instagram etc.

4. Who manages the data?

The data is managed in the data bank of the International Ambassador Club (IAC)

5. Who is responsible for the declaration of agreement for data use?

The obtaining of the agreement of club members or speakers for the use of their data is the responsibility of the secretary of each RAC.

National Ambassador Clubs (NACs) or the IAC are not involved in this.

The obtaining of the agreement for the use of the data supplied can be achieved as follows:

- **verbal agreement: The club member advises the club secretary verbally of the information required and does not object in writing to their use.**
- **written agreement for the use of certain data: Attachment 1**
- **written agreement for the general use of data: Attachment 2**
- **written agreement for speakers: Attachment 3**
- **Advice of data protection provisions at IAC events: Attachment 4**

6. What do we do in the case of loss of data?

- loss of data in the IAC data bank

The IAC webmaster informs the responsible data protection agency within the required time limit.

- loss of data of a club member (e.g. loss of a storage medium)

The club member informs the responsible data protection agency within the required time limit.

7. What rights do club members have?

1. right of information about their collected data
2. right of information about the processing activities
3. right of restriction of data use
4. right of deletion of data

Note :

All relevant questions and requests are to be addressed to the respective RAC Secretary.

National Ambassador Clubs (NACs) and the IAC are not involved in this.

8. When is data deleted?

data which is no longer needed is deleted when a club member leaves the club or dies. After the death of a club member or after his resignation only aggregated data is stored for statistics purposes.

9. What data of club members can be deleted?

During the club membership **only data can, on request, be deleted which is not included in points 1-5 listed below because the data listed here** is needed for the sending of information, for mutual communication purposes and for statistics.

1. Pictures of the club member
2. Name of the club member
3. Post and e-mail address of the club member
4. Date of birth of the club member
5. Date of entry and exit of the club member

10. What data of the club member can be deleted?

all data which is **not noted under point 9 items 1-5 can be deleted e.g. job, employer, language knowledge etc.**

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