



Indian Association Wettingen

P.O. Box 2176, 5430, Wettingen 2. Email: [contact@iawettingen.ch](mailto:contact@iawettingen.ch). Web: [www.iawettingen.ch](http://www.iawettingen.ch)

# DATA PRIVACY POLICY

Version 1.1 dated 02.02.2019

## 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.iawettingen.ch](http://www.iawettingen.ch) (but amendments will not be made retrospectively). After every update, we will send you an email with the link requesting your explicit consent based on the updated policy

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information (<https://www.kmu.admin.ch/kmu/de/home/praktisches-wissen/kmu-betreiben/e-commerce/eu-regelung-zum-datenschutz.html>)

1.5 Any changes to this Policy will also be applicable to data that has already been collected and stored.

For the purposes of the GDPR, IAW's Executive Committee (EC) will be the "controller" of all personal data we hold about you.

## 2. Who are we?

2.1 We are **Indian Association Wettingen** (IAW), which has its seat in Wettingen. The association is formed with the following CORE objectives:

- Promoting our Indian Culture in Switzerland
- Promoting Integration of Indian Community in Switzerland
- Promoting Sports, educational, and recreational activities
- Performing Charity activities

Our contact details are as follows,

Postal Address:

Indian Association Wettingen  
P.O.Box 2176, 5430, Wettingen2

Email:

[contact@iawettingen.ch](mailto:contact@iawettingen.ch)  
[president@iawettingen.ch](mailto:president@iawettingen.ch)  
[secretary@iawettingen.ch](mailto:secretary@iawettingen.ch)



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### 3. What information we collect and why.

#### Personal Data:

- Member's Name (First Name & Last Name)
- Member's Email Address
- Member's Date of Birth
- Member's Postal Address
- Member's Phone Number
- Name, Email address & Age of the guests attending our events

#### Other Data:

- Name of the Firm, Email Address, Phone Number & Postal Address of our Sponsors
- Photos & Videos of the Members

The aforementioned data, is collected during the Membership registrations or During registration for the events or during events organized by IAW, during making a Sponsorship Acceptance Agreement with the Sponsors

#### Purpose of Collecting the above data

Member's Name - To identify the individual members of the association by their names and to Print the Membership Cards of the Individual Members

Member's Email Address - To communicate to the members all the details about our events, activities, EC meeting minutes, forwarding information about the events from other Indian Associations in Switzerland, providing some useful inputs from other fellow members, official communications received from the Embassy of India, Berne

Member's Date of Birth - To confirm if the member is above 18 years, which is the age criteria for becoming the Member of the Indian Association Wettingen

Member's Postal Address - To send membership cards to the members

Member's Phone Numbers - To contact the Members in case, they register to volunteer or actively participate in events or activities organized by IAW, as well as for regular communications and information sharing from IAW to its members via WhatsApp Messenger.

Name, Email address & Age of the guests attending our events - To send confirmations of the individual's registration for the events, to follow-up for the payments towards the entry fee for the events, to Thank the success of the events and to charge an entry fee for events or activities organized by IAW based on age.

Name of the Firm, Email Address, Phone Number & Postal Address of our Sponsors - For communicating with the Sponsors, the details of the events and updates about our events

Photos & Videos of the Members - To post the photos and videos (taken during our events) on the IAW website and social media pages (Facebook)



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### **4. How we protect your personal data**

4.1 - We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorized alteration or destruction.

We keep all your data in a secured location in Google drive of our Email Account ([iawettingen@gmail.com](mailto:iawettingen@gmail.com)) . The folder can only be accessed by the EC Members

4.2 - We will never transfer any of your personal data outside the EU for any purposes

4.3 - We will not upload any Photo or Video on our website and social media pages without your consent

4.4 - Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.5 - For any payments which we take from you online are only through recognized Bank Transfers

4.6 - We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### **5. Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law

5.2 We send your Names (First Name and Last Name and the date since you became the member of IAW), to external vendors for the purposes of Printing your Membership Cards

### **6. How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of our IAW.

We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.

6.2 We securely destroy all the information once we have used it and no longer need it.



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### 7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

For any queries related to the above rights, please contact us at [privacy@iawettingen.ch](mailto:privacy@iawettingen.ch)



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### Revision History

Version	Description	Date
1.0	Initial document	24.05.2018
1.1	Section 3 Purpose of Collecting Member's Phone Numbers is updated to include regular communications and information sharing from IAW to its members via WhatsApp Messenger.	02.02.2019