

# Privacy Statement for WDS Websites

---

*Created: 20/07/2017*

## Principles

This Privacy Statement applies to all matters relating to the handling of personal information on **www.icsu-wds.org** and **member.icsu-wds.org** (collectively 'icsu-wds.org' hereinafter), which are operated by the WDS International Programme Office.

- We will comply with all applicable laws and regulations concerning privacy protection in handling your personal information.
- We will only collect your personal information by appropriate and fair means.
- We will not use your personal information beyond the scope of the purpose of use that we have previously specified, unless you give your prior consent.
- We will not provide third parties with your personal information unless you give your prior consent; other than as specifically set forth in this Privacy Statement.
- We will at all times assign responsibility for protection of personal information and development of our internal systems to a designated officer in order to help ensure appropriate management of personal information.
- We will maintain appropriate safeguards to protect your personal information from improper disclosure or modification and from unauthorized access.
- We will regularly review this Privacy Statement to help ensure that appropriate safeguards are maintained.
- We will respond appropriately to requests from our users to
  - Disclose the personal information that we maintain concerning them.
  - Correct any inaccuracies in such information.
  - Cease use of their personal information.

## Handling of Personal Data

### Appropriate Collection

We will only collect your personal information by appropriate and fair methods.

## Types of Information We Collect

The minimum personal information we collect is your full name, e-mail address, and country of residence. These are the required fields to set up an account on icsu-wds.org. You may also optionally choose to include information on your organization, professional title, field of expertise, and a short bio.

If your organization applies for WDS Membership, then you must additionally complete an Expression of Interest form including the following required fields:

- What type of WDS membership is your organization is applying for?
- Organization applying for WDS Membership
- Organization Website
- Representative Name
- Address
- Country
- E-mail
- Telephone
- Brief description of data activities

## Purpose of Use

Personal information we collect may be used for the following purposes:

- Providing online services on icsu-wds.org to registered users and conducting related operations.
- Processing the WDS membership applications of registered users.
- Responding to inquiries and complaints.
- Designing and improving online services for registered users.
- Customizing online services to the interests of registered users.

We will notify you and request your consent before using your personal information for any purpose other than those listed above. Moreover, we will not use your personal information for such other purposes unless you give your consent.

## Providing Information to Third Parties

We will not provide your personal information to any third party without your advance consent, except where such disclosure:

- Is in accordance with or required by applicable law.
- Is necessary to protect the safety or property of registered users or the public, and it is difficult or impractical to obtain the consent of the individual.

- Is made in cooperation with national or local authorities, or an individual or entity appointed by such authorities to enforce the law or carry out legal process, and in which seeking the consent of the individual could affect such enforcement or legal process.

If we entrust an individual or entity with the handling of any personal information, we will exercise necessary and appropriate supervision over such individual or entity to ensure the security of the personal information.

## Cookies and Analytics

We use cookies—small files stored on your computer by your web browser—to manage your access to and use of icsu-wds.org, and to facilitate effective site administration.

We also use Google Analytics to help analyze how icsu-wds.org is utilized by visitors. This tool employs cookies to collect standard Internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of icsu-wds.org is transmitted to Google. This information is then compiled to evaluate visitors' use of icsu-wds.org and to create statistical reports on website activity for us. Google may also use the data collected to contextualize and personalize the ads of its own advertising network.

## Security

To protect the personal information we collect from threats of improper disclosure or modification and from unauthorized access, and to maintain data accuracy, we have established appropriate physical, electronic and procedural safeguards in accordance with this Privacy Statement.

We reserve the right to revise this Privacy Statement and our security standards and procedures on a regular basis to maintain appropriate safeguards. We will notify of any such changes at the beginning of this Statement, so please be sure to check it periodically.

## Accountability

We endeavour to safeguard the privacy of our users and to ensure compliance with the requirements of applicable laws relating to privacy protection.

All staff are instructed concerning legal requirements and regulations related to privacy protection as part of our continuing efforts to manage personal information appropriately.

Links to third-party websites may be found throughout icsu-wds.org. We are not responsible for the privacy policies or content on these third-party websites.

## Disclosure, Addition, Correction, Deletion

In accordance with procedures we have specified, when we are requested by a user:

- To disclose his/her personal information. We will disclose such information as soon as practicable, unless such disclosure would be in violation of law.
- To correct, add to, or delete their personal information on the basis that such information is inaccurate. We will review the facts relating to such a request without delay and will correct, add to, or delete the information, accordingly.

Please see 'How to Obtain Disclosure, Add to, Delete or Opt Out of Use of Your Personal Information' below for the procedures to make such a request.

## Suspension of Use

When requested by a registered user to stop using their personal information on the basis that it was collected improperly or is being used without consent for purposes other than those specified, we will review the facts relating to such request without delay. If we find a valid reason for the request, then we will cease to use the personal information immediately.

Please see below for the procedures to make such a request.

## Enquiries and Complaints

The WDS International Programme Office receives all enquiries and complaints concerning the handling of personal information, and will respond to them efficiently and appropriately. Please see below for information on how to contact us.

## How to Obtain Disclosure of, Edit, Delete, or Stop Use of Your Personal Information

All information held on icsu-wds.org can be found within a registered user's profile or within their organization's Member Profile, and may be edited by the user therein. To delete your account or to opt out of your personal information being used by icsu-wds.org, please contact the WDS International Programme Office using the below contact information.

## Contact About Personal Information

Please contact the WDS International Programme Office via our contact form: <https://www.icsu-wds.org/contact-info>