

Data Privacy Policy

Who is collecting your personal data?

The International AIDS Society (hereafter IAS) is committed to ensuring the privacy of all our users. This policy represents our commitment as an organisation to your right to privacy, giving you a clear explanation about how we use your information and your rights over that information.

This policy applies to all online systems offered by the IAS to the public, through our website www.iasociety.org and other websites we operate.

References to 'we', 'us' and 'our' are to the IAS, an association registered in Switzerland (CHE-111.717.829).

IAS is the registered data controller to which the policy refers. Our full details can be found at the end of this policy and please feel free to contact us with any questions related to it. This policy was last updated on October 5th 2018 and is reviewed every 12 months.

Definitions

Personal Data: This term covers "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person" (Art.4 §1 GDPR).

Sensitive Personal Data: This term covers a subset of data for which even greater care should be taken, such as "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation" (Art. 9 §1 GDPR).

Processing Data: This term means any set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (Art.4 §2 GDPR).

Data Subject: This term covers individuals that are identifiable or identified by the processed personal data (Art.4 §1 GDPR).

Data Controller: The Data Controller decides how and why data is processed and ensures that legal obligations are met (Art.4 §7 GDPR).

Data Processor: Anyone processing data on behalf of the Data Controller (Art.4 §8 GDPR).

Third Party: a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under

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the direct authority of the controller or processor, are authorised to process personal data (Art.4 §10 GDPR).

What personal data do we collect?

Personal data of data subjects that the IAS process may include depending on your relationship with the IAS:

Identification data: names, addresses, telephone numbers, email addresses, business contact information;

Personal characteristics: date of birth, country of birth;

Professional information: employment and job history, title, representation authorities;

Identifiers issued by public bodies: passport, identification card;

Financial information: bank details;

Cookie information: cookies and similar technologies on websites and in emails.

Job application information;

How do we use the information collected?

In accordance with Art.6 of the GDPR, the IAS will process personal data for:

Administering certain programmes as identified to you at the time of collection

For statistical and marketing analyses

Registration to/on/of the conferences for which the IAS is an organizer or co-organizer.

To undertake email actions or compile petitions

To update you on our campaigns and activities

To ask to get involved in our campaigns

To action your expression of interest in joining the IAS

To administer your membership of the IAS

To administer and process your applications for employment or volunteering opportunities with us

To monitor the diversity of applicants for employment or volunteering opportunities

To create anonymized evaluation report

To generate anonymized statistics on conference attendance

To share your data with other the IAS organisations or with trusted third parties (further details below)

To improve our websites

To fulfil any legal obligations

Legal basis for processing

Data protection law requires us to have a legal justification to process your personal information. We use the following depending on the type of data and the type of processing:

Consent

We require your consent to send you our communications for example to send you emails to update you on our work and our campaigns and to request donations. We will only process your information in this way if you consent. If you apply for a job with us and provide us with sensitive personal information (including details of your race, ethnicity, gender) we will only process that information with your consent.

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Legitimate interest

We sometimes share your personal information with other branches or sister organisations (see below). This is done to fulfil our legitimate interest in promoting our organisation as effectively as possible and enabling our message to reach people who may be interested in our mission.

To fulfil a contractual obligation

If you donate to us or express an interest in joining our movement we will process the personal data you provided to process that donation or action your membership request.

Legal obligation

We will process your personal information to fulfil any legal obligations placed upon us, such as the prevention of fraud or money-laundering. We will also process your personal information if lawfully required to do so by a legal authority or a court of law.

Necessity

For example where you are applying for an employment or volunteering opportunity with us, processing certain information is necessary for employment purposes.

Security

We take appropriate security measures to ensure that we keep your information secure, accurate and up to date. We also take care to ensure that we have secure systems for processing payments through our payment services provider. However, the transmission of information over the Internet is never completely secure, so while we do our best to protect personal information, we cannot guarantee the security of information transmitted to our websites.

Is your data shared with third parties?

Third Party Websites

On our website we sometimes have links to third party websites or applications. This policy does not apply to such pages or applications hosted or operated by other organisations. This includes the websites or applications of the IAS sections or related organisations or third-party sites. These other sites may have their own privacy policies which apply to them.

Sharing of your personal data

Hosting and processing arrangements

Our websites are hosted by third party service providers and therefore any personal details you submit through them may be processed by that third-party service provider.

We also use other third parties to process your personal details including in the following areas:

- to action all online expressions of interest to join the IAS or take actions and manage all related communications
- to process online payments

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to process all information associated with applications for employment or volunteering opportunities and related recruitment processes.

All third-party services providers process your personal information only on the IAS's behalf and are bound by contractual terms that are compliant with data protection law.

We participate in Facebook's custom audience and lookalike audience programs, which, depending on your privacy settings with Facebook, enable us to display our content to our existing or potential supporters on Facebook. We provide personal information such as your email address to Facebook which securely encrypts it. That personal information is then deleted by Facebook if it does not match a Facebook account or once they confirm you have an account.

We are not sharing any sensitive data collected (HIV status, sexual orientation, Key affected population classification) with any third party and they are only used to generate anonymized report.

Payment processing and fraud

Where submitted, your card details may be disclosed to banks or relevant financial institutions to arrange payments. In the case of a suspected fraudulent transaction, your details may be further disclosed for the sole purpose of performing further checks (for example, disclosure to a credit checking agency).

Other sharing

We may also share your personal information with your permission, or if we are legally required to disclose your information in circumstances where this cannot be reasonably resisted.

Use of cookies

A cookie is a text-only piece of information that a website transfers to your computer's hard disk so that the website can remember who you are. A cookie will normally contain the name of the Internet domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.

We may also use cookies to provide anonymous traffic statistics for our site. Our sites are connected to Google Analytics, a service provided by Google Inc. and bound by Google's privacy policy. Data is anonymized before being transferred to Google servers to establish traffic and navigation statistics for the website in question. For more information on Google's use of data, please visit: www.google.fr/analytics/terms/fr.html.

If you wish to restrict or block cookies you can set your internet browser to do so.

Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>

Safari: <https://support.apple.com/en-gb/HT201265>

Chrome: <https://support.google.com/chrome/answer/95647>

Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

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Under 18s

Opera: <https://help.opera.com/en/latest/security-and-privacy/>
If you are aged 18 or under and would like to get involved with the IAS, please make sure you have the right parent/guardian's permission before giving us personal information.

How long will your data be stored for?

We only hold your personal information on our systems for as long as is necessary for the purposes outlined above. We remove personal data from our systems once it is no longer required, in line with our guidelines on how long important information must remain accessible for future use or reference, as well as when and how data can be destroyed when it is no longer needed.

The length of time each category of data will be retained will vary depending on how long we need to process it for, the reason it was collected and in line with any statutory requirements. After this time the data will either be deleted, or we may retain a secure anonymised record for research and analytical purposes.

What data privacy rights do you have?

You have the right, subject to applicable local data protection legislation, to:

- request access to, and receive a copy of, the personal data we hold (**'Right to access'**, Art. 15 GDPR);

- if appropriate, request rectification or erasure of the personal data that are inaccurate (**'Right to rectification'**, Art. 16 GDPR);

- request the erasure of the personal data, subject however to applicable retention periods (**'Right to be forgotten'**, Art. 17 GDPR)

- request a restriction of Processing of personal data where the accuracy of the personal data is contested, the Processing is unlawful, or if the Data Subjects have objected to the Processing (**'Right to restriction of processing'**, Art. 18 GDPR);

- object to the Processing of personal data, in which case we will no longer process the personal data (**'Right to object'**, Art. 21);

- receive the personal data in structured, commonly used and machine-readable format (**'Right to data portability'**, Art. 20);

Even if a Data Subject objects to the Processing of personal data, we are nevertheless allowed to continue the same if the Processing is (i) legally mandatory, (ii) necessary for the performance of a contract to which the Data Subject is a party, (iii) necessary for the performance of a task carried out in the public interest, or (iv) necessary for the purposes of the legitimate interests we follow, including the establishment, exercise or defence of legal claims. We will not, however, use the Data Subject's personal data for direct marketing purposes if the Data Subject asks us not to do so.

Subject to the limitations set forth herein and/or in applicable local data protection laws, you can exercise the above rights free of charge by contacting the IAS Data Protection Responsible.

How do we protect your personal data?

All your personal data is stored on are located on our premises or those of an appointed third party.

How can you raise a complaint?

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For any questions you may have in relation to this privacy notice or more generally the processing of your personal data, you may contact the IAS at:

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Avenue de France 23
1202 Geneva
Switzerland
privacy@iasociety.org

If you wish to lodge a complaint about our handling of your personal data please get in touch with us on the details above with the details of your complaint; we aim to respond to all complaints within 30 days.

If you are dissatisfied with how we have handled your complaint you may lodge a complaint with your country's supervisory authority.