

Privacy Policy: IC2A

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1. Privacy commitment

IC2A is committed to respecting the privacy of all users of the IC2A website and in all other communications with IC2A. This privacy policy governs the way IC2A uses, maintains and discloses information collected from users of the IC2A website, or via paper forms or email communications or verbally.

IC2A is committed to developing long lasting relationships based on trust and ensuring that your right to privacy is maintained and protected.

2. Named data protection officer

The named contact acting as data protection officer for IC2A is:

Mrs Sandra Sexton, IC2A Secretariat Manager. Contact email secretariat@ic2a.eu

If you have any questions regarding IC2A and this policy please contact Mrs Sandra Sexton.

3. Information IC2A collects and processes – personally identifiable information

IC2A may request or collect personal information from users in a variety of ways, including through online forms, paper forms, emails and other instances where such information is volunteered. All personal information is collected only with an individual's explicit verbal or written informed consent.

The information IC2A collects is personal information that identifies you personally:

3.1 As a representative of a full member of IC2A

Full members of IC2A are amputee associations. Representatives of full members may or may not be persons with limb deficiency or amputation. IC2A collects title, name, position and contact details.

IC2A may also request information about gender, nationality and/or amputation level when requesting full member assistance in representing IC2A at a global level.

3.2 As a representative of a corporate member of IC2A

Representative of corporate members may be ambassadors or administrators. IC2A collects title, name, position and contact details.

3.3 As a representative of a partner of IC2A

IC2A collects title, name, position and contact details.

3.4 As a representative of a sponsor of IC2A

IC2A collects title, name, position and contact details.

3.5 As a member of our mailing list

IC2A collects name and email address. You may decide to stop receiving the email news feed at any time and may unsubscribe via a link at the end of each mailing.

3.6 As a representative of a donor

IC2A collects title, name, position and contact details.

3.7 As a representative of a supplier of IC2A

IC2A collects title, name, position and contact details.

3.8 As a representative of an observer

IC2A collects titles, name, position and contact details.

3.9 As an individual volunteer of IC2A

IC2A collects titles, name, position and contact details.

IC2A may also request information about gender, nationality and/or amputation level when requesting volunteer assistance in representing IC2A as an amputee.

We ask for your next of kin details in case you were taken ill unexpected while volunteering with IC2A and we needed to contact someone to tell them you have been taken ill.

You can cease being a volunteer with IC2A at any time.

3.10 As an office bearer of IC2A

IC2A collects titles, name, position and contact details. IC2A also collects biographical information from office bearers (President, Vice President, Secretary, Membership Secretary and Secretariat Manager)

4. Photographs

When taking photographs at an event our IC2A photographers will ask for explicit consent from adults and parents/guardians of children taking part for the photos to be used on our website or social media. As many of our events are in the public arena other members of the public may appear in background shots which may be unavoidable.

Notices will be placed at IC2A public events giving notification that photos may be taken by event photographers and where they may be published.

5. Maintenance of information

IC2A shall retain your personal data in accordance with all applicable laws and remain consistent with the purpose in collecting your personal data and this may be stored on one or more databases directly maintained by IC2A. Although IC2A cannot guarantee that any loss, misuse or alteration of data will not occur; every effort is made to prevent such occurrences. Information will be regularly assessed for disposal and for renewal of your consent.

6. Disclosure of information

IC2A will only disclose your information where you have agreed to that disclosure or where we are legally obligated to do so such as a court order.

7. Storage of information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information. This includes an encrypted hard drive and encrypted memory sticks as well as using locked paper storage and a password policy.

8. Retention and storage of personal data

IC2A will retain and store personal data for the normal running of the Confederation.

Any prospective market research or scientific research studies will ensure external review of the research methodology and will adhere to proper ethical procedures specific to each project.

9. Website

9.1 Links to other websites

The IC2A website contains links to other sites. Please be aware that IC2A is not responsible for the privacy practices of such other sites. You are encouraged to read the privacy statements of each and every web site that collects personally identifiable information. The IC2A privacy policy as described herein applies solely to information collected by IC2A.

9.2 Intellectual property on the website

The copyright, trademarks and all other intellectual property rights in the material contained in the website, together with the website design, text and graphics, and their selection and arrangement, and all software compilations, underlying source code and software (including applets) belongs to IC2A or is currently licensed to us, our subsidiaries or the providers of such information. All rights are reserved. None of this material may be reproduced or redistributed without our express written permission. You shall retain ownership of all copyright in data you submit to the website. You grant us a worldwide exclusive, royalty-free, non-terminable licence to use, copy, distribute, publish and transmit such data in any manner subject to our obligations.

9.3 Exclusions of liability regarding the website

We use reasonable endeavours to ensure that the data on the website is accurate and to correct any errors or omissions as soon as practicable after being notified of them. We do not guarantee that the website will be fault-free and do not accept liability for any errors or omissions.

We do not give any warranty that the website is free from viruses or anything else which may have a harmful effect on any technology and you should take your own safeguards in this area.

9.4 Use of cookies on IC2A website

A cookie is a piece of data stored on the user's computer tied to information about the user.

We use cookies to make the website work better. Some cookies are essential to make the website work. .

We use session ID cookies. For session ID cookies, once you close your browser or log out, the cookie terminates and is erased.

We use persistent cookies. A persistent cookie is a small text file stored on your computer's hard drive for an extended period.

For more information on cookies in general: www.aboutcookies.org and for information on controlling cookies visit: <https://www.aboutcookies.org/how-to-control-cookies/>

Depending on the browser you are using to view the website you may also have cookies when looking at the website. For example, if you are using Chrome and are logged in you may find you have other cookies via the browser. For more information see:

<https://policies.google.com/technologies/types>

Cookies on this website:

Cookies Table –

SN = strictly necessary – need for website to perform basic functions

F=Functionality – used to store user preferences

P=Performance – cookies that record usage i.e. that is pages which are visited

A = Advertising / tracking – cookies that display, manage and measure ads

s=sessional p=persistent t=third party

<u>Name</u>	<u>Type</u>	<u>Why</u>	<u>More info</u>
Google Translate	Googtrans	s/F	Used when using the google translate function on the website.
Google reCAPTCHA v2 -	CONSENT NID OTZ 1P_JAR	t/F	Used to secure forms on our site from spam and abuse by automated software. It works by collecting hardware and software information, such as device and application data, and sending these data to Google for analysis. The information collected is used for improving reCAPTCHA and for general security purposes. It will not be used for personalized advertising by Google.
Wordpress	wordpress_test_cookie	s/SN	WordPress - Used to check whether your web browser is set to allow, or reject cookies
	wordpress_*	p/SN	WordPress - For users who log in only. On login, WordPress uses the wordpress_[hash] cookie to store your authentication details. Its use is limited to the admin console area, /wp-admin/.
	wordpress_logged_in_*	p/SN	WordPress - For users who log in only. After login, WordPress sets the wordpress_logged_in_[hash] cookie, which indicates when you're logged in, and who you are, for most interface use.
	wp-settings-*	p/SN	WordPress - For users who log in only. This is used to customize your view of the admin interface, and possibly also the main site interface. The number on the end is your individual user ID from the users database table.
Cookie consent	Cookie notice accepted	p/F	Used to record that you accept the fact that the site uses cookies.
Facebook.com	Related to the Facebook feed in the web page – third party	p/F	These cookies are used when integrating Facebook and the sharing of content. Facebook cookie policy https://www.facebook.com/policies/cookies/

9.4 Log files

Like most standard websites, IC2A's website host use log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. However, none of the information stored in the host log files, including but not limited to IP addresses, is linked to personally identifiable information.

10. Rights

10.1 Right to restrict processing

Individuals have the right to request the restriction or suppression of their personal data held by IC2A. They can make this request in writing or verbally. IC2A will record the request has been made and will respond within one calendar month.

10.2 Right to withdraw consent and erase personal information

Individuals have the right to withdraw consent for IC2A to use their personal data and for it to be erased. They can make this request in writing or verbally. IC2A will record the request has been made and will respond within one calendar month.

10.3 What we do in the event of a personal information data breach

When a personal data breach has occurred, if it not likely to pose a risk to the to people's rights and freedoms we will document the breach has happened and notify the individual.

10.4 Legal disclaimer

Though every effort is made to preserve your privacy, IC2A may need to disclose personal information when required to by law. If it is deemed necessary that such action needs to be taken, IC2A will comply with judicial proceedings should a court order or legal process be served on IC2A.

10.5 Right to complain

If you are unhappy with the way IC2A has processed your personal data you can complain to:

Dr. Nils-Odd Tønnevd, President, International Confederation of Amputee Associations

Email: president@ic2a.eu