



## Regulation on data protection

**City of Women Association is committed to protecting your privacy. This statement explains how we collect, use and store your personal information.**

We hold and process personal information in accordance with the General Data Protection Regulation - GDPR[1].

Personal Data Manager is City of Women Association, Kersnikova 4, 1000 Ljubljana. Personal data processors are the President of the Managing Board, Executive Producer, Artistic Director, Financial Manager and Head of Public relations. City of Women and processors of personal data have defined and regulated their mutual relations and obligations with a written contract.

We will never forward your information to third parties without your explicit consent. City of Women Association forwards information necessary for conclusion of a contract (contract), payment (payments) on the basis of a contract (contracts), reporting of paid fees to the Tax Administration of the Republic of Slovenia, to an external accounting company Re plus d.o.o., with whom City of Women has defined their obligations with a written contract.

By providing any personal information to City of Women Association, you consent to the collection and use of your personal information as set out in this Privacy statement.

If you do not wish to receive future communications from City of Women, please write us at [info@cityofwomen.org](mailto:info@cityofwomen.org) or click the unsubscribe link which appears at the bottom of every email we send out via Mailchimp. If you want us to delete the information we hold about you, please contact us directly.

### **What information do we collect and why?**

City of Women Association collects and processes personal information of individuals for sending e-news, inviting to events, informing about different cooperation opportunities or press releases (the public). For this purpose we collect and process the following personal information: name, surname, e-mail address.

For the purposes of collaborations and conclusion of a contract, City of Women collects and processes the following information: name, surname, address, vat number, bank account number, e-mail address and phone number.

We only send emails to addresses that have been supplied directly to us and we always disable or remove addresses in our database when requested to do so.



If you have collaborated with City of Women as an artist / lecturer / theoretician or other, we have collected information for the conclusion of a contract (contracts), payment (payments) on the basis of a contract (contracts), reporting of paid revenues to the Tax Administration of the Republic of Slovenia.

If we have contacted you in the past and you have explicitly told us that you do not want to receive our messages, we will keep your name and address on a list of people we do not contact. If you would prefer your information to be deleted from that list, please let us know using the contact details at the bottom of this document.

### **We collect information in the following ways:**

When you give it to us directly – when signing up to our newsletter, inquiring about our programme, register to attend an event, proposing a project for cooperation, applying for a job or otherwise give us personal information online, in paper or electronic form, over the phone or face to face.

We keep records of the emails we send to you, we may track whether you open them and we may track your subsequent actions on our website.

### **We may receive information from external sources:**

- Social media, when we reply to comments and messages. We also create adverts tailored to suit your interests.
- Depending on your privacy settings, we may receive anonymous demographic or analytical information to understand the reach and effectiveness of our communication.
- By researching the internet and getting publicly available information online.

### **How and how long do we keep your information:**

- By entering them into Office programs that are stored on a City of Women database, reachable only to the core team (see above).
- We also use the online platform Mailchimp for storing email addresses and processing email messages. The Mailchimp Online Platform in its General Terms and Conditions and the Privacy Policy ensures compliance with GDPR rules and confirms that it has obtained the certificate of compliance with privacy protection (EU-US Privacy Shield Framework).

Personal information of an individual, which are obtained on the basis of consent, may be processed and stored as long as there is a purpose or until the consent given by the individual is canceled.



Personal information of an individual or entity, which are obtained on the basis of a cooperation, can be processed and stored for 5 years from the fulfillment of the contractual obligations of both parties. Invoices are stored for 10 years in accordance with the law.

### **The control is yours:**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us – our contact details are below. It may take a few days to forward you the information.

We want to make sure that your personal information is accurate and up to date. You can ask us to correct or remove information you think is inaccurate.

You have the right to request that we cease processing your personal data.

You have the right to request us not to send you any news on Citz of Women.

You have the right to correct any personal data that we hold that is incorrect.

You have the right to request us to erase your personal data.

You have the right to request us to restrict our data processing activities.

### **www.cityofwomen.org & Cookies**

We may collect information about your computer, including your IP address, operating system and browser type, for system administration and in order to create reports. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

The only cookies in use on our site are for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it.

Like many services, Google Analytics uses first-party cookies to track visitor interactions as in our case, where they are used to collect information about how visitors use our site. We then use the information to compile reports and to help us improve our site.

Cookies contain information that is transferred to your computer's hard drive. These cookies are used to store information, such as the time that the current visit occurred, whether the visitor has been to the site before and what site referred the visitor to the web page.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics without affecting how



you visit our site – for more information on opting out of being tracked by Google Analytics across all websites you use, visit this Google site.

**If you have any further questions please contact us at**

**[info@cityofwomen.org](mailto:info@cityofwomen.org)**

**or**

**+386 (0)1 438 15 85.**

Or you can write to:

City of Women / Mesto žensk

Metelkova 6, 1000 Ljubljana, Slovenia