

UWC Privacy Statement - UWC Hub

UWC International (UWC) is committed to protecting your data and takes your privacy very seriously. This privacy statement sets out how UWC will protect your data submitted through your use of the UWC online platform, the UWC Hub.

UWC International is a charitable company registered in England and Wales with company number 908753 and charity number 313690. Our registered office is at 17-21 Emerald Street, London WC1N 3QN, UK.

The way UWC processes your data is governed by the UWC International Data Protection Policy, which is reviewed regularly and can be found at <https://www.uwc.org/about/key-documents?page=1>.

How do we collect information on the UWC Hub?

We will obtain personal information from you when you register for the UWC Hub. We may also obtain personal information from you if we enter into any correspondence with you regarding your use of the UWC Hub.

What information do we collect?

The personal information we collect may include, but is not necessarily limited to: current and previous names, contact details, professional and educational background, professional expertise, location, UWC school, college and national committee affiliation, date of birth, year of graduation (if alumnus/alumna) and your interest in connecting with the UWC community.

We only collect such information when you choose to supply it to us. You do not have to supply any personal information to us but you may not be able to take advantage of all the services we offer without doing so.

Very limited information is also gathered without you actively providing it, through the use of various technologies and methods such as Internet Protocol (IP) addresses and cookies.

The cookies used on the UWC Hub do not collect or store personal information and the information collected is limited to the tracking of your log-ins.

An IP address is a number assigned to your computer by your Internet Service Provider (ISP), so you can access the internet. It is generally considered to be non-personally identifiable information, because in most cases an IP address can only be traced back to your ISP or the

large company or organisation that provides your internet access (such as your employer if you are at work).

We use your IP address to diagnose problems with our server, report aggregate information, and determine the fastest route for your computer to use in connecting to the UWC Hub, and to administer and improve the UWC Hub.

How do we use this information?

We may use your information to:

- contact you and notify you about changes to the UWC Hub;
- ensure that the content of the UWC Hub is presented in the most effective manner for you and for your computer and customer the UWC Hub to your preferences;
- assist in making general improvements to the UWC Hub (for example by analysing how users are making use of the UWC Hub);
- for communications and engagement purposes, to keep you informed of UWC programmes, events, initiatives and news via email newsletters and other means (unless you have asked us not to do so by emailing engagement@uwcio.uwc.org);
- to contact you in regard to fundraising for UWC International or UWC constituents (unless you have asked us not to do so by emailing engagement@uwcio.uwc.org);
- create anonymised statistics to guide UWC's engagement work.

Do we use 'cookies'?

A cookie is a piece of data stored locally on your computer and contains information about your activities on the internet. The information in a cookie does not contain any personally identifiable information you submit to the UWC Hub.

The UWC Hub website (found at <http://uwc.vineup.com/> or alternatively via the forwarding address <http://uwchub.org>) uses cookies to ensure that you can interact with the web sites successfully, to identify you when you visit the web sites and to keep track of your browsing patterns. The use of cookies does not give us access to the rest of your computer.

We are required to obtain your consent to use cookies. If you continue to use the Hub having seen the notice then we assume you are happy for us to use the cookies described above.

If you want to prevent our cookies being stored on your computer in the future, you may do so by changing your internet browser settings. Please note however that if you disable our cookies you may not be able to access some facilities on the UWC Hub. Further information on deleting or controlling cookies is available at www.aboutcookies.org.

How do we protect personal information?

UWC International runs the UWC Hub in partnership with certain vetted partners. UWC contracts with these partners to ensure appropriate IT and data protection systems are in place and that a secure server is used whenever you log in to the UWC Hub.

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. Your data will only be processed by authorised staff and volunteers who follow the UWC International Data Protection Policy, and as is necessary for them to perform their job functions.

How will we disclose the information we collect to outside parties?

We may share your information with our constituents such as schools, colleges, national committees or initiatives from the UWC community that further the UWC mission, for the purposes of engagement, communications and fundraising, as outlined above in the “How do we use this information” section.

Other than that, we will not disclose any information you provide via the Hub to any third parties except if we are under a duty to disclose the information in order to comply with a legal obligation or we need to disclose the information in order to enforce the terms of use in relation to the UWC Hub.

Other than as set out above, we will not disclose your information to any third party unless you give us permission to do so.

It may be necessary for the above purposes that we share your information to countries or jurisdictions which are outside the European Economic Area and which do not provide the same level of data protection as the UK. If we do make such a transfer, we will wherever appropriate take steps to ensure your information is protected at the level required by the Data Protection Act 1998.

By submitting your personal information to us you agree to the transfer, storing or processing of your information outside the European Economic Area in the manner described above.

Right of access

You have the right to ask for a copy of the information we hold about you at any time, or request that we have your information removed from our records. As you can determine the data you provide to us, we encourage you to keep your data up to date and accurate, and we will ensure that there are easy methods by which you can do this.

You can contact the Data Protection Officer of UWC International at +44 207 269 7800 or info@uwcio.uwc.org with questions or complaints.

Changes

We reserve the right to amend this privacy statement. If we do so, any changes will be notified to you via the e-mail address provided by you (if applicable) or via a suitable announcement on the UWC Hub.

The changes will apply to the use of the Hub after we have given notice. If you do not wish to accept the new terms you should not continue to use the UWC Hub and its associated services. If you continue to use the UWC Hub after the date on which the change comes into effect, your use of the UWC Hub indicates your agreement to be bound by the new terms.

If your personal details change, please help us to keep your information up to date by modifying this on the UWC Hub or by notifying us by emailing info@uwcio.uwc.org.

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