

European Association  
of American Square Dancing Clubs e.V.



# EAASDC

## Data Protection Policy

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## Data Protection Policy of the EAASDC e.V.

(hereinafter called association)

This association policy regulates the base lines for the collecting, processing and use of data in accordance with the applicable legal provisions of the General Data Protection Regulation (GDPR) and additional legal grounds (e.g. BDSG-neu).

### **I. Member data**

#### **1. Data collection from members**

When a member joins the EAASDC, the association collects personal data from its new member. The data is obtained directly from the member per application/ -data collection form and/or declaration of consent on the legal basis of:

- Necessity for the fulfilment of a contract in acc. with Art. 6(1)(b) GDPR
- A declaration of consent in acc. with Art. 6(1)(a) GDPR
- Pursuing of justified interests of the association in acc. with Art. 6(1)(f) GDPR

The following data is being collected:

Names, addresses, genders, phone numbers, e-mail address, and banking data.

Without this data the membership administration and the fulfilment of the statutory purpose is not possible and a refusal to provide them can prevent membership.

When the association processes further data not necessary for the fulfilment of the aforementioned contract, this is based on a prior declaration of consent (based on a decision made freely by the data subject.)

#### **2. Purpose of the processing of data (collecting, use, etc.) from association members**

Data is being processed for the purpose of member support and administration, and to fulfil the statutory purpose as per §2 of the Statutes. In detail:

- 2.1 Banking data for the collection of the membership dues, possible levies and fees, as well as the conduction of other financial transactions with the member.
- 2.2 Contact data (first name, last name, member status, address, phone and e-mail contact)
  - to inform about association activities and activities of the members that are of general interest.
  - for announcements and information from the board (on the association's business operations, minutes, invitations, event calendars, etc.)
  - for exchange and keeping contact between the members, each member receives a membership list with the contact data. This list is only authorized for internal use in acc. with §2 'object' of the Statutes.

- To internationally further friendship and the mutual practice of Square Dancing and related dance forms through bilateral visits to clubs and events, the contact data of the member clubs is published worldwide through the association's publication media.
- To represent and protect the interests of the members in regards to insurance companies, GEMA, and other organisations with whom contracts exist for the fulfilment of the statutory purpose as per §2 of the Statutes.

### 3. Erasure of data

Member data will be erased at the latest 12 months after the termination of the membership, with the following exceptions:

- Data (e.g. banking data), that for legal or fiscal reasons has to be kept up to ten years
- Data that is kept for historical purposes This applies to the following categories: First name, last name, date of entering and in some cases the last recorded contact data. The storage of this data is based on the association's justified interest to document its activities throughout its history.
- When a member objects to the storage for historical purposes the member's data has to be deleted from the historical documentation.

### 4. Officers who process data

- 4.1 Member data, as well as data from third parties, is processed by the officers and volunteers in accordance with their publicized areas of responsibility. This is documented in a list of processing activities in acc. with Art. 30 GDPR.
- 4.2 When an office ends and is being turned over to a successor, the transfer or erasure of personal data is documented and signed in a handover protocol.

## II. Data Collection from third parties

- From participants in forums or subscribers to newsletters who are not members of the association the following data is collected: name, gender, e-mail address, phone number, if required. This data is necessary in order to inform the participants about association actions and activities (e.g. from the Youth Team). The collection is based on a written statement of consent (also per e-mail) in acc. with Art. 6 Sec. 1a) GDPR, or possibly as well through a clearly assignable and proofed consent mechanism on the association's internet portal. (Opt-In or Double Opt-In)
- From the leaders (callers, cuers, prompters, instructors, etc.) the following data is collected: name, gender, address, e-mail address, phone number, banking information. This data is necessary to organize the association's

dancing activities as well as for the fulfilment of contracts (e.g. GEMA playlist).  
The banking data is used for payments to the leader for services provided.

- In case third parties want to subscribe to the association's own Bulletin, they must provide personal data (name, gender, e-mail address, postal address, banking data) stating in writing (also per e-mail) the purpose for the processing.
- The data is erased after the ending of the respective association activities or the processing purpose as well as through cancellation, in observation of the legal and fiscal retention periods.
- The processing of this data lies within the obligation of the responsible officer or volunteer, as can be viewed in the association's publications.

### **III. III Photo and film material**

The association creates photo and film material at public association activities to be released in the press, the association's news and on the internet for advertising purposes, in the general public interest or in pursuing justified interests of the association, especially the statutory objective 'to promote Square Dancing and its related dance forms'. If possible, the association will inform the participants beforehand of the intention, the purpose and the time of the recording.

When the association creates photographic material of single persons, especially its officers, for the purpose of publication, this is done solely based on a prior statement of consent.

### **IV. IV Technical measures**

The association hereby points out that sufficient technical measures have been taken to ensure data protection. Nevertheless, especially on the internet, no complete data protection can be guaranteed, and the risk for a possible violation of personal rights cannot be fully excluded. Therefore the association makes it known, that:

- the personal data can also be accessed from states that don't recognize data protection regulations comparable to those of the Federal Republic of Germany
- the confidentiality, the integrity (inviolability), the authenticity (trueness), and the accessibility of the personal data is not guaranteed.

The association fulfils the minimal standard for the safety of personal data by observing the following measures:

- Pseudonymization of the mailing list when sending e-mails to all Association members
- Installation of Association e-mail-addresses for the officers (@president, treasurer, secretary, etc.) instead of personalised addresses
- Encryption of the complete internet platform with an SSL certificate and password protected user accounts

- Passwords are not sent by e-mail.
- The association's data processing takes place on a dedicated server.
- Firewall and encryption of files containing personal data on the IT-systems (PCs, etc.) of the association's volunteers.
- Protection of stored passwords from unauthorized access.
- Hosting of sensitive data, banking data in particular, at a certified provider, who protects this data by taking technical-organisational measures in accordance with the latest level of technology. The respectively valid certification of the provider can be viewed at request at IT-support.
- In case of so-called data incidents (breaches in the protection of personal data) the respective supervisory authority is informed within the legally required 72 hours. If the incident also affects banking data of members, the concerned members as well are informed shortly in acc. with Art. 34 GDPR.

## **V. V. Organisational measures**

The association observes the following organisational measures to ensure the safety of personal data:

- Commitment of all volunteers who deal with the processing of personal data to data secrecy
- Creation and updating of a list of processing activities in acc. with Art. 30 GDPR through the board
- Appointment of a Data Protection Officer in acc. with Art. 37 GDPR
- Creation of an association policy 'Data Protection Policy' that is approved at the membership meeting
- Creation, distribution and publication of data protection declarations to fulfil the information requirements (internet, forms, etc.)
- Creation and use of a statement of consent for the processing of personal data and /or photographic material
- Creation and application of a procedure for dealing with data incidents

## **VI. Contracted data processing**

The association uses the services of the following external data processing services for financial and member administration based either on a binding contract or another legal instrument. In both cases the requirements defined in Art.28 (3) GDPR fulfilled:

- The Postbank and the Münchner Bank process names, addresses and banking information of the members in the course of direct debiting of the membership dues as well as other levies, fees and financial transactions. As legal instruments, both banks have provided a written confirmation.
- Internet servers are being used through Hetzner Online GmbH, Gunzenhausen. The cooperation is based on a binding contract for contracted data processing that includes the requirements defined by GDPR.
- The software service provider ToMi-Soft oHG, Indlinger Straße 45, 94060 Pocking is processing all aforementioned personal data from members and third parties in the course of technical support and advice for the membership administration program "ERP" by 42 SOFTWARE GMBH and the accounting program for associations "Eurofibu" by syska Gesellschaft für betriebliche Datenverarbeitung mbH. The cooperation is based on a binding contract for contracted data processing that includes the requirements defined by GDPR.

In case the contracted data processors mentioned here change, the Board is entitled to effect the respective changes to this paragraph immediately and without a membership decision.

## **VII. Rights of the data subject**

The data subject is entitled to the following rights under the conditions listed in the respective articles:

- The right to information in acc. with Art. 15 GDPR
- The right to rectification in acc. with Art. 16 GDPR
- The right to erasure in acc. with Art. 17 GDPR
- The right to restriction of the processing in acc. with Art. 18 GDPR
- The right to the transfer of data in acc. with Art. 20 GDPR
- The right to objection in acc. with Art. 21 GDPR
- The right to lodge a complaint with a supervisory authority in acc. with Art. 77 GDPR
- The right to withdraw a given consent at any time. The lawfulness of the processing based on the consent up until the withdrawal will not be touched.

**Any one of these rights has to be invoked through the Board. A written request (letter or e-mail) addressed to the President (for contact data view [www.easdc.eu](http://www.easdc.eu) under Imprint) is sufficient.**

