

GDPR Sample Consent Language for Members

Overview

In an effort to make it easier for chambers and associations to comply with the EU's General Data Protection Regulation (GDPR), we at GrowthZone are providing some training and sample/example language that can be used with both ChamberMaster, MemberZone & GrowthZone products. This language can be added to the terms & conditions area in the Membership Application.

The purpose of this language is to comply with the chamber/association's responsibility to inform its members (and other contacts) of:

1. The steps the chamber has taken to comply with the GDPR
2. How the member's data will be stored and used
3. How the member's privacy is secured
4. How the member can request a report of all personal data kept by the chamber
5. How the member can request complete deletion of their personal data

Disclaimer

This language is provided as an example and a starting point and should not be used as is. Chambers and associations are recommended to consult with GDPR specialists or those that assist the chamber in drafting policy, terms, conditions or other legal items. We have written this language using member friendly verbiage in order to make these complex regulations easier for your members to understand; you may alter or omit any of this language or choose to present it in more technical or legal terms.

Steps to comply

The General Data Protection Regulation (GDPR) is a European Union regulation enacted in 2016 which takes effect on May 25th, 2018. This law was enacted with the goal of providing better data and privacy protection and security for European Union (EU) member states' citizens. Currently, UK citizens are covered under the GDPR until a time at which the United Kingdom is no longer a member state and thus subject to the laws and regulations.

As a result, <Chamber/Association Name>, has taken steps as a controller of data to comply with the regulation and its intent in order to safeguard your personal data ensuring its privacy and security, ensuring transparency and complying with your rights as a citizen of an EU member state to maintain ownership of your data at all times.

Understanding your rights regarding your personal data is an important first step. Briefly speaking, your data rights under the GDPR are:

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| 1. The right to be informed | 6. The right to data portability |
| 2. The right of access | 7. The right to object |
| 3. The right to rectification | 8. Rights in relation to automated decision making and profiling. |
| 4. The right to erasure | |
| 5. The right to restrict processing | |



These rights along with details and further explanation can be view on the GDPR site.

<Chamber/Association Name> uses the <ChamberMaster/GrowthZone> product to manage your data as it relates to the business relationship between the chamber and you. <Chamber/Association Name> has worked with GrowthZone to ensure your data is secure, private and will not be shared with other entities without your expressed consent.

Data Storage & Use

The GDPR requires that your data be stored in the EU or in a country that has an official agreement with the EU regarding the GDPR. GrowthZone, a United States company, stores all of <Chamber/Association Name>'s data on its servers in the United States. GDPR allows this under the Privacy Shield framework by which US business entities can certify their compliance with GDPR.

Your rights under GDPR allow you to request from <Chamber/Association Name> a full data report which includes a full record of the data being stored about you, how that data is being used/processed, who that data is being shared with, and the physical location of the data.

In compliance with GDPR, you may make this request in writing at any time to <Chamber/Association Name> and we will provide a written report within the allowed 30-day response period.

If, at any time, you wish to have your data deleted completely from all systems and servers, you may submit a written request to us and we will initiate a full deletion process that will purge all of your personal data from our systems within 30 days. Upon completion, we will send you a certification of deletion confirming this process. It is important to understand that once this process has been initiated, it cannot be halted and there is no way to recover data should you change your mind.

We do not share/sell your data to other companies and only use your personal data for purposes relating to the established business relationship between <Chamber/Association Name> and you.

Data Security & Integrity

As a processor of your data, it is our duty to ensure your personal data remains safe and secure at all times. We have introduced enhanced security methods to keep your data safe. Accounts and passwords feature enhanced security requirements and financial transactions are processed using industry best practices relating to encryption and data integrity. You have the right to request in writing more information about data security and system integrity.

By clicking accept and proceed, I consent to my data being stored and processed by <Chamber/Association Name> and understand my rights under GDPR.

Other Important Items

GrowthZone is a processor of your member's data but it is unlikely the only processor. The terms and conditions language you draft for your members should include language from all processors. Even though you may not



think you are sharing your members' data with other systems because you're not selling it, you may still have compliance issues.

A common example would be if you use integrations with Google Analytics, Constant Contact or other systems where data from ChamberMaster or GrowthZone is pushed into these other systems. You are required to let the member know this so that they can request deletion from these systems as well. Your payment processors would need to be included as well since financial data is handled directly by these processors without touching GrowthZone's servers. Don't forget that if you have locally stored records on your members or records stored using a cloud service, you need to share this info as well.

This language has been drafted with the intent of presenting it to new and existing members for collecting, storing and processing their information. Be advised that this regulation also applies to your contacts that may be non-members. Therefore, if you are collecting and storing contact information on non-members we advise you to work with your legal team to devise to what degree and at what point you need to gain consent.

