



THE COUNCIL OF INTERNATIONAL FELLOWSHIP

Provides professional human services development and training through intercultural exchange

PRIVACY POLICY

Contents

1. Introduction
2. What are the areas covered and the goals of CIF's Privacy Policy?
3. What are the guiding principles of CIF's Privacy Policy?
4. What is the basis of CIF's work with personal data?
5. What data does CIF work on?
6. What is the purpose of CIF's use of personal data?
7. Who is responsible for processing of personal data?
8. To whom does CIF disclose personal data?
9. Where do personal data go?
10. How long does CIF work with personal data?
11. How does CIF protect personal data?
12. What rights do users have?
13. What data do CIF use in social media networks?
14. Can this privacy policy be changed?

Glossary

CIF International e.V. (eingetragener Verein): CIF International is a registered association following German law

NB: National branch of CIF International

CP: Contact Person of CIF in a country where no CIF national branch exists

IPEP: International Professional Exchange Program

EC: Executive Committee of CIF International

BD: Board of Directors of CIF International

1. Introduction

CIF International is a not for profit, apolitical and nonreligious independent organization and promotes international professional, cross-cultural and educational exchange for those working in the field of social services. The learning and sharing generated by the exchanges provide opportunities for broadening professional as well as personal development, and so contribute to peace and understanding.

CIF International is the umbrella organization of national branches and individual members in countries where no national branch exists. Not all countries have the same legislation regarding data protection, but information needs to be shared between organizations in different countries for fulfilling CIF International's purposes. Based on social workers' ethical conduct, CIF International requires national branches as well as contact persons in countries without a national branch are required to follow this Privacy Policy document.

CIF International is a volunteer organization of professionals in the field of social services. Accordingly, the highest ethical standards apply in relation to privacy. It uses private online connections and tries to protect personal details. For example, it keeps online forms and protecting their security under review. Within CIF's membership, national branches as well as

contact persons, only those who have a legitimate need to access personal data and who are informed of the existing policy will have access to personal data.

2. What are the areas covered and the goals of CIF's Privacy Policy?

- ✓ To cover the data protection needs of CIF International and its members, NBs, CPs.
- ✓ To cover the data protection needs of organizers, applicants and participants of IPEPs, of host families and agencies.
- ✓ To cover the data protection needs in relation to CIF Conferences, attendees, and third parties involved.
- ✓ To provide for CIF International guidelines which enable NBs to draw their own conclusions in relation to their needs and translate them into their own practice.
- ✓ To represent good legal practice for CIF International to follow.

3. What is the basis of governance of CIF's work handling personal data?

The basis of governance of CIF's work handling personal data is in CIF International's Statutes, Article 16, adopted August 31, 2024. It follows German data protection laws (DSGVO).

4. What data does CIF work on?

Technical data

They do not allow connections with personal data.

Registration data

These are data held in response to queries, for example for sending information or for answering questions on CIF's contact form. CIF keeps these data until 12 months after the last contact.

Communication data

If individuals send an e-mail to CIF International, or otherwise contact the organization, CIF keeps the communication as well as linked data (date, time, etc.) until 12 months after the last contact.

Basic data (data which identify a person)

CIF International keeps basic data on International Professional Exchange Programs' (IPEPs) participants (name, year of birth, contact data (email, phone, country), profession, country and year of IPEP participation as long as CIF exists.

Contract data (data may include sensitive or non-sensitive personal data)

To apply for participation in an IPEP or to participate in an IPEP requires a lot of personal data and also particularly sensitive personal data. Without these an IPEP cannot be conducted properly. Therefore applicants sign the application form agreeing to different specific uses of their data. These data are used within the sending NB or CP and the receiving NB, e.g. by IPEP organizers. They need them for the appropriate organization of IPEPs; and uses are governed by the IPEP Manual of CIF International, dated 2020. These data are destroyed at the latest 10 years after the end of the IPEP by all CIF entities concerned (CIF International, NBs, CPs), except basic data (see above), except the last page of any application form, containing the agreement to use personal data which should be kept as long as CIF exists. Application forms of the applicants who are not accepted must be deleted within 3 months.

5. What is the purpose of CIF's use of personal data?

CIF International uses personal data to enable its members, NBs, CPs and individual members to undertake their tasks. These are to organize IPEPs and conferences; and they need these data

for developing CIF, for statistics, fundraising, and for keeping relations with alumni and others who have a direct established relationship with CIF.

CIF works with personal data

- ✓ to communicate with those who have agreed for this to take place,
- ✓ to keep a contractual relationship with CIF members,
- ✓ if individuals use CIF services,
- ✓ for marketing, if CIF wants to draw attention to particular events or services,
- ✓ for compliance, e.g. to respond to regulatory requirements,
- ✓ to develop the CIF organization, for quality control of CIF services.

The handling of data protection around IPEPs is dealt with in the IPEP Manual 2020.

6. Who is responsible for the processing of personal data?

CIF uses “Data processing” for obtaining, saving, using, updating, disclosing, filing, deleting or destroying data. If necessary, CIF will inform individuals separately about the processing of data supplied by them, for example if CIF asks for agreement in particular situations, such as in publishing articles or photos.

If people supply CIF with personal data on third parties, CIF considers they have the right to do so and that these data are correct. They confirm this by transmission of these data.

For the tasks described in this Privacy Policy the responsibility lies with CIF International e.V. if not mentioned otherwise. For information or concerns about data protection, as well as exercising rights according to item 11 of this document, please refer to the dedicated Executive Committee member. This is currently Hanna Kirjavainen, Executive Committee Member at Large of CIF International e.V., memberatlarge@cifinternational.com.

Each national branch is responsible for their own handling of personal data, see Introduction.

7. To whom does CIF disclose personal data?

CIF International does not disclose personal data to anybody outside CIF, they are used only within the organization. Exceptionally they are disclosed to non-members who function as host family for participants.

Aggregated personal data are used for marketing services.

Articles, photos and individual personal data are used for marketing purposes, always with verbal or written consent of the person(s) concerned in application or registration forms.

8. Where do personal data go?

Service providers

They are usually shared between CIF International and its members.

Data handling around participants in IPEPs is described in the IPEP Manual.

Data handling around CIF Conferences is described in the CIF Guidelines for Conference Organization.

Data handling around the website is described in the Privacy Policy 2024 on CIF's website.

Public authorities

Personal data might be disclosed to public authorities or law courts in cases where CIF is legally required to do so.

Public authorities work with the information disclosed in their own area of responsibility.

Others

This means service providers, and cooperating partners with whom CIF works for stated purposes. They have their own partners and responsibilities, and CIF cannot always control their use of personal data. CIF places restrictions if possible, in line with the principles and goals of this Privacy Policy.

9. How long does CIF work with personal data?

CIF International keeps identifiable personal data a maximum of 12 months after the last contact. Financial data, minutes of meetings, etc. are kept for 10 years after the end of the relevant business year.

10. How does CIF protect personal data?

CIF International is an organization of volunteers, using private mail connections in different cultural, business and security contexts. All individual members are asked to sign a document confirming their agreement to maintain data protection, which is kept by national branches for their members, or by CIF International for contact persons and individual members in countries without national branches.

CIF International has implemented reasonable security measures to protect personal information from unauthorized access, disclosure, alteration, and destruction. These are periodically reviewed by the EC and updated if necessary.

11. What rights do individuals have?

Under the GSDVO, people have the following rights:

- ✓ **Access:** to request access to the personal data held about the individual,
- ✓ **Rectification:** to request the correction of inaccurate or incomplete data,
- ✓ **Erasure:** to request the deletion of personal data.
- ✓ **Data Availability:** to request a copy of personal data held about the individual in a structured, commonly used, and machine-readable format.
- ✓ **Data breach:** CIF International informs directly about a breach with their data.

Please refer to the dedicated EC Member for more details. This is currently Hanna Kirjavainen, Executive Committee Member at Large: memberatlarge@cifinternational.com.

12. What personal data does CIF use in social media networks?

CIF is active on social media networks through its own accounts. CIF may share personal data with the consent of the individual.

13. Can CIF change this privacy policy?

CIF International may choose to update this Privacy Policy to reflect changes in CIF or elsewhere. Please therefore review this policy for any updates within the array of CIF policies.

Implemented by the CIF Board of Directors Meeting November 2, 2024 in Rabat, Morocco.