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**International Women's Forum
Northern California
Website and Data Policies**

**September 2018
(replaces 2016 Website Policy)**

Website Policy—Approved October 2015; updated September 2018

The IWF NorCal website contains information about events, news, members, the Legacy Foundation, and other important material.

Access

The Public view shows only the basic information available to the public (Home, Foundation, and About).

Members receive a unique login ID and password and once logged in (members can check “remember me” so they don’t have to log in each time) members will see the full site. Only members have full access to the site and many events are for members only.

Certain sections of the website are further limited to Member Groups, such as the pages for the Board of Directors, Membership Committee, Member Engagement Committee and Legacy Foundation Board. Access to these groups are limited to members of the Board and/or respective committee. The access list should be reviewed annually by the Executive Director and the President.

Administrator access is maintained by the Executive Director, and the list of administrators is reviewed with the President at least annually. At a minimum, the President, Program Committee Chair, Website Developer, and Executive Director have administrator access.

General rules (approved May 2018)

All content and information are the property of IWF NorCal.

Events are IWF sponsored programs. Other events of interest can be posted on the IWF NorCal Facebook page. The non-IWF events are for interest only and registration is not available through the website. Pop-ups are member sponsored events. Registration will be set up through the website but associated announcements will be made by the Pop-up host (Facebook may be used by the host to announce the pop-up).

Contact information including email addresses will not be shared for any purposes outside of IWF NorCal. Members may not use the IWF NorCal email distribution list for personal or non-IWF use.

Content

Website content is the responsibility of the President and Communications Chair. Guidelines for content have been established and are reviewed and refreshed periodically.

Web and Technology Policies: Technology Infrastructure Responsibilities **Board Approved April 30, 2015; updated September 2018**

Policy Description: This policy outlines the responsibilities for creating, managing and maintaining the website and technology infrastructure for IWF NorCal.

Purpose: The website and associated technologies are essential elements of the IWF NorCal business operation. The investment in these technologies and their proper use are the responsibility of the Board of Directors. The day-to-day management and maintenance may be delegated to the Executive Director.

Scope: The technology infrastructure consists of the website hosting partner and associated tools, the database of member information, the transaction of payments, the event management online tools and other applications and tools.

The scope is limited to the infrastructure, applications and tools and does not include the actual content or data, or the visual design of the website.

The entire lifecycle of the technology is covered by this policy; including preparing requirements, planning, implementation and operation.

Definitions and Standards: The website includes the domain name, server hosting, website management tools, content creation tools and applications. The capabilities of the web site support the design of the homepage and content management.

Uptime is expected to be greater than 90%. Accessibility via popular browsers is required. Mobile access is not specifically required but desirable.

Online payment via credit card is required. The ability to store securely store credit card information for annual membership renewal is desired.

The member database is an important asset and effort is made to ensure continuity of member data into the future. It is accessed via a minimum of two levels of administration – user and admin.

Other applications and tools are provided as needed. Members can request specific applications/capabilities be added to the website. The Executive Director, in consultation with the Website Developer, reviews requests and the impact on current infrastructure and budget and makes a recommendation to the IWF NorCal President who makes the final decision.

Accountability: The President is responsible. This may be delegated, in part or full, to a member of the Board or any IWF NorCal member.

The actual operation of the website and associated tools is done by the IWF NorCal admin.

The procurement and project management of the website and associated tools is done by the President and designated members with accountability by the President or delegate.

Policy: Website and Data Security

Policy Description: This policy outlines the roles and responsibilities for security related to the website, data, and technology infrastructure for IWF NorCal.

Purpose: The website, data, and associated technologies use defined security practices to ensure privacy of organization and member data.

Scope: This covers access to technology infrastructure, member database and the website. It covers the security of the payment transaction system.

Definitions and Standards: The website is generally accessible to all members through member login. Members have passwords and this password management system is intended to limit casual access by non-members.

The infrastructure and tools are secured through a password system. There is multi-level administrator access:

- Account administrator (Full access): Grants full access to all administrative functions. Take care when granting this level of access since full admins can delete other admins and even the entire site.
- Account administrator (Read-only access): Allows viewing of everything in the admin backend without being able to make any changes.
- Limited administrator: Provides administrative access to selected Wild Apricot modules. (e.g., events, memberships, editing webpages, or managing donations.)

The website uses HTTPS which is the same technology used by banks worldwide to secure their online banking sites. Using HTTPS, computers agree on a "code" between them, and then they scramble the messages using that "code" so that no one in between can read them, keeping information safe.

The website's hosting provider, Amazon Web Services (AWS), is one of the largest cloud providers, offering a robust and reliable platform. AWS is a secure, durable technology platform with industry-recognized certifications and audits.

The payment transaction system meets PCI DSS appropriate for small businesses. PCI DSS is a global set of policies and procedures intended to optimize the security of credit, debit and cash card transactions and protect cardholders against misuse of their personal information. This ensures that members can transact on the website with appropriate protection of credit card information.

Accountability: The President is responsible. This may be delegated, in part or full, to a member of the Board.

Privacy Policy (Approved September 4, 2018)

The following Privacy Policy has been developed based on IWF Global's Privacy Policy, in response to the General Data Protection Regulation of the European Union. The Privacy Policy will be available to members via to the IWF NorCal website.

The International Women's Forum Northern California (IWF NorCal) is introducing new data policies and practices meant to strengthen your rights when your personal data is being processed. We are doing this effective September 4, 2018 in response to the General Data Protection Regulation (GDPR), which came into force May 2018 as IWF NorCal is committed to protecting your personal information, your right to privacy, and complying with data protection regulations. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at iwfnorcal@gmail.com.

IWF NorCal provides members of our global community and all our users with a number of important assurances.

1. We will keep your data within IWF NorCal and our trusted third parties except where disclosure is required by law (e.g., government bodies and law enforcement agencies).
2. IWF NorCal has and will maintain technical and organizational measures to ensure the security of your data.
3. IWF NorCal will process your data only for legitimate purposes (i.e., to provide and improve our programs and services).
4. IWF NorCal will follow your instructions regarding storage and processing of your data. More importantly, you can withdraw your consent to receive communications from IWF NorCal.
5. You have the right to request that IWF NorCal erases your personal data, especially if the personal data is no longer necessary for the original purpose of processing your information.
6. In the event of a security incident, IWF NorCal will notify you without delay after becoming aware of the incident and next steps to protect your data.

This Privacy Policy discloses the following privacy practices for the International Women's Forum Northern California and Legacy Foundation website, www.iwfnorcal.org. IWF NorCal and Legacy Foundation respect your privacy. In collecting and using information about you, we adhere to the following principles:

- We collect information about you only when you provide it voluntarily.
- We use the collected information only for the purposes for which you provided it.
- We never share the information you provide to third parties without your approval.
- We do not sell or rent email or mailing lists to third parties.

We may update the Privacy Policy from time to time and you are responsible for reviewing the most current version. The date of the last update to the Privacy Policy is stated at the end of the Privacy Policy. By continuing to use the website, you accept any updates to the Privacy Policy.

Types and Methods of Information Collection

IWF NorCal and Legacy Foundation may collect your personal information, such as your name, title, address, telephone number, email address, credit card information, or your company's name in connection with your:

- Online roster listing with access to IWF NorCal members only
- Program/event registration
- Program/event evaluation form(s) and polls
- Email sent via the iwfnorcal.org website
- Donation to Legacy Foundation
- Bulletin Board
- Contact Us link

Sharing Your Information

We only share information with your consent, to comply with laws, to protect your rights, or to fulfill business obligations. We will not share your information with other organizations for commercial or solicitation purposes. We do not share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf. We may allow selected third parties (e.g., Google Analytics) to use tracking technology on the website, which will enable them to collect data about how you interact with the website over time. This information may be used to, among other things, analyze and track data, determine the popularity of certain content and better understand online activity.

Security

No transmission over the Internet is 100% secure and when you provide your information to us over the Internet, you do so at your own risk. We store all collected electronic data in a password-protected database. We maintain our own email and mailing lists. High-grade encryption is used to protect your credit card information.

Correction and Updating of Your Information

IWF NorCal and Legacy Foundation allow you to review, correct, or delete your information in or from our database via the Online roster. If you wish to review or have questions regarding your information, please email us at iwfnorcal@gmail.com, or call (415) 277-9987.

Privacy Policy as of September 4, 2018.