

# AIESEC in Sri Lanka

## General Privacy Notice

Last Updated: 29<sup>th</sup> June 2021

### **BASICS ABOUT US**

We are AIESEC in Sri Lanka, a youth leadership movement which is passionately driven by one cause: peace and fulfilment of humankind's potential. We are registered in the official bodies of Sri Lanka under the number GA 577. Our registered address is No.102, Nagahawatta Road, Maharagama, Sri Lanka. We comprise AIESEC in Sri Lanka and also its Local Committees, Official Expansions and Initiative Groups across Sri Lanka.

We are committed to protecting and respecting the privacy of our customers, exchange participants, members, visitors and partners. This policy explains how we process information that can be used to directly or indirectly identify an individual ("*personal data*"): thus, this policy applies to the situations in which we act as data controller of personal data and explains when and why we collect personal information about individuals, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

### **COLLECTION AND USAGE OF PERSONAL DATA ABOUT YOU**

The purposes of processing your personal data are maintaining the operations in the organization, for people management, for financial management in the organization, analyzing customer behaviours and for carrying out other special events in the organization. The legal basis for such activities is public interest or public tasks designated to AIESEC in Sri Lanka. Personal data we process may include Name, contact number, email address, university/institute, academic background.

### **RETENTION OF PERSONAL DATA ABOUT YOU**

We shall retain personal data during the period you are engaged with us or with any of our services, on the above mentioned platforms. There are a few exceptions, where we will retain the data in a different timeline, which you can identify by referring the above mentioned document

### **RECIPIENTS OF PERSONAL DATA ABOUT YOU**

We process your details internally. However, we may disclose information about you to different third-parties, which will be mentioned specifically on the above mentioned documents.

We may transfer information about you to other AIESEC entities and partners for purposes connected with the ones mentioned in this privacy notice or for the management of our business. Each of the privacy policy documents will include information, if your personal data is transferred to third countries, why such transfers are necessary and the appropriate safeguards carried out. As our usual safeguard measures, we conduct frequent data audits and we frequently reconfigure our access permissions.

### **YOUR RIGHTS**

You are guaranteed several rights, which are mentioned below:

- **Right to be informed** | You have the right to be informed about the processing of your personal data. Thus, in order to make you able to make decisions regarding your privacy and have control over your personal data, we tell you why we need your personal data, what is the legal ground for processing it and every relevant detail regarding the processing activities, as you can see in this privacy policy.
- **Right to access** | You have the right to access your own personal data and the right to receive relevant information regarding the processing of your personal data. Thus, you can ask us for a copy of the personal data we hold about you so that you can know if and what kind of personal data is being processed, why it is being processed and who is processing it, being able to enforce your rights. You can contact us so as to exercise this right.
- **Right to rectification** | You have the right to have your personal data rectified/completed in case it is inaccurate/incomplete. You can contact us so as to exercise this right.
- **Right to erasure** | In certain circumstances, you may request the erasure of personal data where there is no compelling reason for its continued processing. You can contact us so as to exercise this right.
- **Right to restriction of processing** | Under certain circumstances, we may suspend processing activities – and you may also ask us to pause the processing of your personal data. In other words, we will keep your data, but won't further process it – and you can contact us so as to exercise this right.
- **Right to data portability** | You may obtain your data from us so as to transfer it to another system: thus, we will provide you with a copy in a structured, commonly used format. You can contact us so as to exercise this right.
- **Right to object** | In some circumstances, you have the right to object (\*i.e., say that you don't – or no longer – agree with the processing and ask us to stop) to the processing of your personal data regarding your particular situation. This right applies to processing based on direct marketing purposes and, usually, to some other purposes (such as some legitimate interests).
- **Rights regarding automated decision making** | You have the primary right not to be subject to activities only based on automated processing and whose decision has legal or relevant effects on you. However, whenever we carry out automated decision making (either because of a contract or because of your consent), you shall be able to be informed, express your point of view, challenge eventual decisions and obtain human intervention. You can contact us so as to gather further information.

If you have provided consent for the processing of your data, you have – in certain circumstances – the right to withdraw that consent at any time, which will not affect the lawfulness of the processing before your consent was withdrawn.

By the way, if you want to know more about your rights, we suggest that you read the guidance provided by the Information Commissioner's Office of the United Kingdom, which is available online.

Lastly, if you are not happy with the way we are dealing with personal data, and if you want to make any changes regarding your existing data, you can contact us through <https://www.aiesec.lk/about-us/> or contact us through the below mentioned contact details.

### **ABOUT YOUR PRIVACY**

Information shall be handled based on the principle of confidentiality, so it is stored securely and accessed by authorised individuals only. We are committed to implementing and maintaining appropriate technical, security and organisational measures to protect personal data against unauthorised or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure, such as data audits and access permission reconfigurations.

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy notice. Please note that the transmission of information via the internet is not completely secure: even doing our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site (so any transmission is at your own risk), but, once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

### **OUR PRIVACY MANAGER/DATA PROTECTION OFFICER**

We have a Privacy Manager/Data Protection Officer who is responsible for matters regarding privacy and data protection. Thus, in case you have any questions regarding this policy and/or our privacy practices, the data protection officer's contact information can be found at [aiesec.lk/dpo](https://www.aiesec.lk/dpo).

## FOR FURTHER INFORMATION ABOUT US

In case you want to contact us, please feel free to do so!

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## REVIEW OF THIS POLICY

We keep this policy under regular review, so please check this page occasionally to ensure that you're happy with any changes. This policy was last updated on 01<sup>st</sup> March 2