



## Overall policy statement

1. UP Families in Munich e.V. needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
  - purposes for which the individual has given explicit consent, or
  - purposes that are in our group's legitimate interests, or

- contracts with the individual whose data it is, or
  - to comply with legal obligations, or
  - to protect someone's life, or
  - to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
  6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
  7. We will endeavor to keep personal data up-to-date and accurate.
  8. We will store personal data securely.
  9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
  10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
  11. We will endeavor not to have data breaches. In the event of a data breach, we will endeavor to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported at UP Families In Munich e.V. committee (third party??) within 72 hours, and to the individual concerned at [upfamilies@gmail.com](mailto:upfamilies@gmail.com)

12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

## **Contacting volunteers**

1. Local people volunteer for Anytown Community Group in a number of ways.
2. We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.
3. People will be removed from the list if they have not volunteered for the group for 12 months.
4. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
5. To allow volunteers to work together to organize for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

## **Removing personal data**

Once you have finished using personal data for the purpose it was collected for, it should be deleted. It should not be kept indefinitely just in case you want to use it again but don't know what for. When you delete data, make sure it cannot be accessed by someone else.

## **Interpretation and Definitions**

### **Interpretation**

The words of which the initial letter is capitalized have meanings defined under the following conditions.

The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

## Definitions

For the purposes of this Privacy Policy:

- **You** mean the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.
- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Agreement) refers to UP families In Munich Community.
- **Affiliate** means an entity that controls, is controlled by or is under common control with a party, where "control" means ownership of 50% or more of the shares, equity interest or other securities entitled to vote for election of directors or other managing authority.
- **Account** means a unique account created for You to access our Service or parts of our Service.
- **Website** refers to UP families In Munich Community, accessible from <https://upfamiliesinmunich.wixsite.com/upfamilies>
- **Service** refers to the Website.
- **Country** refers to: Bavaria, Germany
- **Service Provider** means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analyzing how the Service is used.
- **Third-party Social Media Service** refers to any website or any social network website through which a User can log in or create an account to use the Service.
- **Personal Data** is any information that relates to an identified or identifiable individual.

- **Cookies** are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.
- **Usage Data** refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

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# Collecting and Using Your Personal Data

## Types of Data Collected

### Personal Data

While using Our Service, we may ask You to provide Us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Usage Data

### Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, We may collect certain information automatically, including, but not limited to, the type of mobile device You

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use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile Internet browser You use, unique device identifiers and other diagnostic data.

We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

## **Keeping in touch with your UP Families committee**

To organize together as a group, the core people involved in making things happen need to be able to contact one another.

Your committee, or core organizing group, generally need to have one another's contact details so that you can all work together well. This is different from the contact details of your wider membership, mailing list or other external contacts.

Even though you all need to be in touch, it is still important to work together to protect everyone's privacy and ensure people's details are not used in ways they wouldn't reasonably expect. It is useful to make a clear agreement among your committee about how you will look after one another's contact details. This could include:

- That you will not pass them onto other people without specific consent
- That you will not use them for anything other than group business without specific consent
- That if someone leaves the committee everyone will delete their details, and vice versa, unless specific consent is given to keep them
- That you will not put other people's contact details on group publicity without specific consent.

If your committee members do not wish to share their personal contact details with each other, you could consider setting up another way for everyone to communicate. One way of doing this is to allocate each committee member with an official email address (e.g. upfamilies@gmail.com). One person should still hold everyone's personal

contact details securely though, because your committee are legally responsible for your organization so need to be contactable.

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## Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service.

You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if You do not accept Cookies, you may not be able to use some parts of our Service.

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close your web browser.

We use both session and persistent Cookies for the purposes set out below:

- **Necessary / Essential Cookies**

Type: Session Cookies (standard cookies by wix.com)

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Administered by: wix.com

Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

- **Cookies Policy / Notice Acceptance Cookies**

Type: Persistent Cookies (standard cookies by wix.com)

Administered by:wix.com

Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

- **Functionality Cookies**

Type: Persistent Cookies (standard cookies by wix.com)

Administered by: wix.com

Purpose: These Cookies allow us to remember choices You make when You use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

For more information about the cookies we use and your choices regarding cookies, please visit our Cookies Policy.

## **Use of Your Personal Data**

The UP Families may use Personal Data for the following purposes:

- **To provide and maintain our Service**, including to monitor the usage of our Service.
- **To manage Your Account:** to manage Your registration as a user of the Service. The Personal Data You provide can give You access to different functionalities of the Service that are available to You as a registered user.
- **For the performance of a contract:** the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with Us through the Service.
- **To contact You:** To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.
- **To provide You** with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless You have opted not to receive such information.
- **To manage Your requests:** To attend and manage Your requests to Us.

We may share your personal information in the following situations:

- **With Service Providers:** We may share Your personal information with Service Providers to monitor and analyze the use of our Service, to show advertisements to You to help support and maintain Our Service, to contact You, to advertise on third party websites to You after You visited our Service or for payment processing.
- **For Business transfers:** We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of Company assets, financing, or acquisition of all or a portion of our business to another company.
- **With Affiliates:** We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our community and any other subsidiaries, joint venture partners or other communities that We control or that are under common control with Us.

- **With Business partners:** We may share Your information with Our business partners to offer You certain products, services or promotions to help you to get discounts and benefits.
- **With other users:** when You share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside. If You interact with other users or register through a Third-Party Social Media Service, your contacts on the Third-Party Social Media Service may see You name, profile, pictures and description of Your activity. Similarly, other users will be able to view descriptions of Your activity, communicate with You and view Your profile.

## Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The UP Families in Munich will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

## Transfer of Your Personal Data

Your information, including Personal Data, is processed at the UP Families in Munich Germany and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from Your jurisdiction.

Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

The UP Family will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of Your data and other personal information.

## **Disclosure of Your Personal Data**

### **Business Transactions**

If the UP families transferring your data to main site in future, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.

### **Law enforcement**

Under certain circumstances, the UP Families may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

### **Other legal requirements**

The UP Families may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the Company
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public • Protect against legal liability

## **Security of Your Personal Data**

The security of Your Personal Data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, we cannot guarantee its absolute security.

## Children's Privacy

Our Service does not address anyone under the age of 13. We do not knowingly collect personally identifiable information from anyone under the age of 13. If You are a parent or guardian and You are aware that Your child has provided Us with Personal Data, please contact Us. If We become aware that We have collected Personal Data from anyone under the age of 13 without verification of parental consent, we take steps to remove that information from Our servers.

We also may limit how We collect, use, and store some of the information of Users between 13 and 18 years old. In some cases, this means We will be unable to provide certain functionality of the Service to these users.

If We need to rely on consent as a legal basis for processing Your information and Your country requires consent from a parent, we may require Your parent's consent before We collect and use that information.

## Links to Other Websites

Our Service may contain links or downloadable publicly available documents to other websites that are not operated by Us. If You click on a third-party link or refer website of the documents downloaded, you will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site or documents site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

## Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

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You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## **Permissible photography and videos during Meet Ups**



By default, attendees permit organizers to take photographs or videos during a meet Ups by attending meet ups, UP Families Committee will:

Capture photos and record videos for community sharing purpose only

Any images and recordings taken at meet ups are

exclusively for community use purpose at <https://upfamiliesinmunich.com>

and are not uploaded to the internet, posted on social networking (except up families community social sites) or openly shared in other ways.

## Storage and retention

1. Images obtained by the meet ups can be exclusively deleted by individual request, who attended the event and not wish to keep their photos and video to the community site or storage.
2. UP Families will not use for other than for their original purpose, unless permission is sought from the attendees and/or minor attendees parents.
3. The UP Families will review stored images and videos on a termly basis to ensure that all unwanted material has been deleted.
4. Attendees must inform the UP Families in writing mail where they wish to withdraw or change their consent. If they do so, any related imagery and videos involving their children will be removed from the community website/drive immediately.
5. When an attendee withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

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## Monitoring and review

1. This policy will be normally reviewed every two years except conditions where it needs to be added or updated in case of missed or incomplete information.

**Last updated: April 20, 2021**

2. Any changes to this policy will be communicated to all community members and, where appropriate committee members.

3. This Privacy Policy describes Our policies and procedures on the collection, use and disclosure of Your information when You use the Service and tells You about Your privacy rights and how the law protects You.

## Contact Us

If you have any questions about this Privacy Policy or deleting your data, You can contact us:

[upfamilies@gmail.com](mailto:upfamilies@gmail.com)

- By visiting this page on our website:  
<https://upfamiliesinmunich.com/Privacy,Data,Usage>

## Declaration by UP Families In Munich e.V.

We are a social community group of families registered in Unterhaching Germany, operation without any fees, salary or profit involved in ours process. We serve the cause to help our community families and kids to stay integrated in dual culture by meeting people from same culture, language and origin. We do not promote any other purposes except stated in this document. In case of your finding immediately report incident to the below:

Sushil Pandey

Founder and President

UP Families In Munich e.V.

[upfamilies@gmail.com](mailto:upfamilies@gmail.com)

Handy: +49 1516303675