

Security and Privacy Policy of *United Cities and Local Governments*

United Cities and Local Governments (hereon forthwith, UCLG) will keep the current data protection policy updated to be published on its portal and it will be mandatory and binding on all members, governmental bodies and collaborators, in addition to all people who represent, participate or offer support to the organization and the fulfillment of its objectives.

Similarly, the **Commissions and Working groups** will follow the "Working reference terms" amended by the **CGLU Executive Bureau, 26-27 April 2010, Chicago, EEUU** & the organizational and operational rules approved by the UCLG.

For any questions or doubts contact the World Secretary: lopd@uclg.org.

I. Principles

UCLG will ensure compliance with the following fundamental principles in the processing of personal data:

A) Principle of legitimacy & legality – Whenever data of individuals are collected, they will be informed: about the existence of a file and its owner, purposes, recipients, the obligatory or optional nature of responses and consequences, the mode of exercising the rights of Access, rectification, cancellation or opposition.

Express consent will be requested to assign data/images to a different entity or to openly publish them.

B) Principle of Finality – Data collected will be processed only for those purposes previously communicated to the affected. The use of data for other purposes will require the consent of the affected.

C) Principle de proportionality- Data collected must be adequate, relevant and not excessive in relation to the scope and purposes for which they were obtained.

D) Principle of quality- the controller must ensure that personal data are accurate, complete and up to date.

E) Limited conservation – Personal data will be deleted when they are no longer necessary or relevant for the purpose for which they were collected. They will only be maintained when a law so provides, or when it is necessary to safeguard potential liabilities.

F) Physical and logical data security- The security, integrity and confidentiality of personal data to prevent the alteration, loss, processing or unauthorized access will be guaranteed.

G) Professional secret- All people involved at any stage of data processing are bound by professional secrecy in respect thereof and the duty to keep data confidential, obligations which continue even after the end of relations with UCLG.

II. World Congress & Executive Bureau

To register for the World Congress & Executive Bureau, it will be necessary to accept the conditions and privacy policy for each event. If you do the registration on behalf of others, you must tell them about the content of these clauses.

III. Publication of data

The UCLG World Secretary in compliance with the objectives of this organization will publish via internet and media which it deems necessary, data from the following:

- Members of the Presidency: name, position, photo & professional career.
- World Council: name & position of the members of the UCLG World Council.

- Regional Sections: Name of the President & general secretary, contact details of the different regional sections of UCLG.
- Commissions & working groups: president, contact person, their positions and contact details (telephone, email).

IV. Publication of images & videos

During the Executive bureau, World congress & other related events, UCLG will publish images, text and videos worldwide of attendees or speakers for promotional purposes in compliance with the objectives set out in its Constitution. These publications will be made via various means & formats (internet, social networks, brochures, publications, press etc.) without such activities implying a right of compensation in favour of the affected, nor are mandatory. If you have any objections you should inform the World Secretary before the event.

UCLG is not responsible for the publication of data or images that are made by third parties, members or event, without the previous authorization of the World Secretary or the rightful owner.

V. Communications via email

UCLG use monitoring tools, analysis and statistics of emails sent in order to verify correct delivery, assess the response received and to improve communication with addressees. This monitoring is done through web beacons (also known as single pixel or clear GIFs) included in emails. You can disable it by not downloading images which contain this message (this function varies depending on the email software that you use in your personal computer).

VI. Exercising of rights

Any interested party may exercise their rights by submitting a request addressed to **UCLG – C/ Avinyó 15 (08002) Barcelona, Spain** attaching a photocopy of your DNI or Passport.