

Privacy Notice | Harvard Kennedy School

Women's Alumni Network

Last updated April 29, 2024

About this notice

This privacy notice explains what personal data we collect from or about you.

It sets out why we collect, use, and protect your personal data, and what rights you have over that data.

The personal data that we collect is used to provide our users access to, and improve our network. We will not use or share your information with anyone except as described in this privacy notice.

Who we are and what we do

Harvard Kennedy School Women's Alumni Network (HKSAN) is a volunteer-run non-profit (501c3) led by Harvard Kennedy School (HKS) alumnae. We operate the <https://www.hksomensnetwork.com/> website and send newsletters to our members, which provides a connection to HKS alumnae.

The mission of the Harvard Kennedy School Women's Alumni Network (HKSAN) is to connect, support and amplify the efforts of HKS women and gender nonconforming individuals in authentic, meaningful, and powerful ways.

How we collect and use your information

How we collect and use your personal data will depend on how you interact with us. To better understand how and why we use your data, please refer to the category below that best describes you.

I am just browsing your website

If you are just browsing our website, we may collect your data using cookies or other tracking technology which.

Log Data

We want to inform you that whenever you visit our site, we collect information that your browser sends to us that is called Log Data. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our site that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

Cookies

Cookies are small text files that are placed on your device, such as your computer, phone, or tablet, when you view pages on our website. These cookies allow us to track some of your browsing preferences and optimise how the website works.

While we are not looking to identify you using cookies as the focus is on your device, it may be possible for us to identify you or infer information about you. You have the option to either accept or refuse these cookies and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our Service.

I received an email from you asking me to join the network

To grow our network, each year we receive a list of alumni from HKS.

Reason your data is used	Type of data used	How long we keep your data
Issue an invitation to join the network	Name Email	Indefinitely

I am a member of the network

Reason your data is used	Type of data used	How long we keep your data
Register you with the network	Name Email Phone number City and country of residence Year of graduation Program studied	Indefinitely
To subscribe you to our newsletter	Name Email Phone number City and country of residence Year of graduation Program studied	Indefinitely
To send you newsletters	Name Email	Indefinitely
Notifying your local chapter chair of a new member in their area	Name Email Phone number City and country of residence Year of graduation Program studied	Indefinitely

I have donated to the network

Reason your data is used	Type of data used	How long we keep your data
To receive payment of your donation	Name Email Amount donated	Indefinitely

I have registered for an event

Reason your data is used	Type of data used	How long we keep your data
Registering you for the event	Name Email	Indefinitely
Sending you registration confirmation and event link	Name Email	Indefinitely

Who is the information shared with?

As with most organisations, we use service providers to help us deliver our services and keep your data secure. When we use these service providers, it is necessary for us to share your personal data with them.

We have agreements in place with all our providers that oblige them to protect your data.

You can find more details on why your data is shared below:

Provider	Reason your data is shared	Location of Data
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MailChimp	To maintain our newsletter distribution list and send out newsletters to members	US
Paypal Giving Fund	To process any donation to make to the network	US
Stripe	To process any donation to make to the network	US
Zoom	To register you for and run online events	US
Chapter leads	For those subscribed to a local chapter your data will be stored within their local database too, solely for the purpose of updating you about relevant upcoming network events and opportunities	Global

Security

We value your trust in providing us with your Personal Information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Children's Privacy

Our Services do not address anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to take the necessary actions.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

Contact Us

If you have any questions or are unhappy with any aspect of this privacy notice, or how your personal data is being processed, in the first instance please contact your local chapter chair who will be happy to discuss. You can find your local chair here: <https://www.hkswomensnetwork.com/localchapter>

If you are still unhappy, you can contact us by email here: hkswomensnetwork@gmail.com

Members in the UK or EU

Under UK and European data protection law, there is some additional information that we need to provide to you about what we do. You can find this information set out below.

Our role

We are the “controller” of the personal data we process. This means that we are responsible for deciding how we collect, use, and store information about you.

What allows us to use data about you?

We are only able to use your personal data when the law allows us to. This is called the legal basis. Regarding the above reasons for using your data, the legal basis we rely on are listed and explained below:

Consent – When we send you newsletters, we only do this when you have given us your consent to do so. This will be explained to you when you register to join the network or subscribe to the newsletter. You have the right to withdraw your consent at any time. To do so you can unsubscribe on the link provided in the newsletter.

Contract – When you join our network, register for an event, or donate to our network, we need to use your data to fulfil that contract you have with us.

Legitimate Interests – If you have received an invitation to join our network, we have sent this because we have a legitimate interest in growing our network. You have the right to opt out from receiving any further requests to join the network and can do so at any time.

International Transfers

Where your data is transferred outside of the UK or the EU, we make sure that your data is given the same level of protection as the country you are located. This is either because that country has a comparable data protection standard (Adequacy), or by using another safeguard such as an enhanced contractual agreement (IDTA or SCC).

Your rights

Under data protection legislation, in certain circumstances you have the following rights over the processing of your personal data as described in this notice:

- right to be informed about how your data is used;
- right of access to your personal data;
- right to correction or rectification of your data;
- right to request deletion of your data; and
- the right to data portability.

In most cases, we must respond to a request to exercise these rights within one month if not before. If you would like to submit a request, please contact us by email here: hkswomensnetwork@gmail.com