

United Cities and Local Governments Security and Privacy Policy

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The portal owned by UNITED CITIES AND LOCAL GOVERNMENTS (World Organization of United Cities and Local Governments), hereinafter referred to as "UCLG", with registered offices at Carrer Avinyó, 15 (08002) Barcelona and with tax identification number (CIF) G-63327696, contains links to third-party websites, whose privacy policies we do not control. Upon accessing such websites, you can decide whether to accept their privacy and cookies policies or not. Generally, if you browse the Internet, you can accept or reject cookies from third parties through the configuration options of your browser.

Basic information on data protection

Please find information on UCLG's data protection policy below.

Data controller

The data controller is UNITED CITIES AND LOCAL GOVERNMENTS (World Organization of United Cities and Local Governments), hereinafter UCLG, with registered offices located at Carrer Avinyó, 15 (08002) Barcelona and tax identification number (CIF) G-63327696.

Personal data that may be collected directly from the interested party will be treated confidentially and will form part of UCLG's data processing activity described below.

Purpose

The purpose of the data processing corresponds to each of the processing activities carried out by the entity, which are described below.

Data processing activities:

- Payroll, staff and human resources:

- Group of people concerned: staff hired by UCLG, applicants for job vacancies and external collaborators.
- Purpose: Compliance with labour legislation, payroll management and human resources.
- Legal basis: Art. 6.1(b) and 6.1(c) of the General Data Protection Regulation (GDPR). Royal Legislative Decree (*Real Decreto*) n° 272015 of 23 October 2015 approving the consolidated text of the Law on the Statute of Rights for Workers.
- Source of data: the concerned party or his/her legal representative.
- Type of data: general payroll, academic and professional data.
- Beneficiaries: Spanish Tax Agency (*Agencia Estatal de Administración Tributaria, AEAT*), General Treasury of the Social Security (*Tesorería General de la Seguridad Social, TGSS*), UCLG, banking institutions, occupational risk prevention.
- International transfers: not foreseen.
- Storage period: data will be stored for the time necessary to comply with the purpose for which it was collected and to determine potential liabilities that may arise.
- Safety measures: those foreseen in the Organic Law on the Protection of Personal Data (*Ley Orgánica de Protección de Datos de Carácter Personal, LOPD*) and developed in the Royal Decree (RD) 1720/2007.

- Accounting and finance:

- Group of people concerned: members, collaborators and suppliers.
- Purpose: compliance with accounting, tax and legal legislation; management of accounts receivable and payable.
- Legal basis: Art. 6.1(b) and (c) of the GDPR.
- Source of data: the concerned party or his/her legal representative.
- Type of data: identification, banking, billing and accounting data.
- Beneficiaries: AEAT, TGSS, UCLG, banking institutions.
- International transfers: not foreseen.
- Storage period: data will be stored for the time necessary to comply with the purpose for which it was collected and to determine potential liabilities that may arise.
- Safety measures: those foreseen in the LOPD and developed in the RD 1720/2007.

- UCLG members, groups and committees:

- Group of people concerned: UCLG members, representatives and their substitutes.
- Purpose: achieving UCLG's corporate goals, organising statutory meetings and executive events, supporting business travel bookings, promoting cooperation between UCLG members, and relations with destination cities.
- Legal basis: Art. 6.1.b) and e) of the GDPR.
- Source of data: the concerned party or his/her legal representative.
- Type of data: identification, bank and contact details (of individuals acting as contact persons of the legal person).
- Beneficiaries: AEAT, UCLG, banking entities, individuals representing legal entities linked to UCLG activities.
- International transfers: not foreseen, except for UCLG members and cities organising events.

- Storage period: data will be stored for the time necessary to comply with the purpose for which it was collected and to determine potential liabilities that may arise; and as long as the concerned individual maintains their professional status and does not request its deletion.
 - Safety measures: those foreseen in the LOPD and developed in the RD 1720/2007.
- UCLG World Congress:
 - Group of people concerned: registered persons, representatives and their substitutes.
 - Purpose: registration for the World Congress, follow-up and coordination, networking, support for business travel bookings, promotion of cooperation between UCLG members, and relations with destination cities.
 - Legal basis: Art. 6.1.b) and e) of the GDPR.
 - Source of data: the concerned party or his/her legal representative.
 - Type of data: identification, bank and contact details (of individuals acting as contact persons of the legal persons).
 - Beneficiaries: AEAT, UCLG, banking entities, individuals representing legal entities linked to UCLG activities, public entities (embassies, local entities and ministries).
 - International transfers: not foreseen except for UCLG members and cities organising events.
 - Storage period: data will be stored for the time necessary to comply with the purpose for which it was collected and to determine potential liabilities that may arise.
 - Safety measures: those foreseen in the LOPD and developed in the RD 1720/2007.
- Audiovisual:
 - Group of people concerned: speakers and participants of events organised by UCLG.
 - Purpose: promotion and publicity of UCLG events and activities.
 - Legal basis: Art. 6.1.b) and e) of the GDPR.
 - Source of data: the concerned party or his/her legal representative.
 - Type of data: image/voice.
 - Beneficiaries: Internet, entity's website, social media and other media (brochures, catalogues, etc.)
 - International transfers: those arising from the above transactions.
 - Storage period: data will be stored for the time necessary to comply with the purpose for which it was collected and to determine potential liabilities that may arise; and as long as the concerned individual maintains their professional status and does not request its deletion.
 - Safety measures: those foreseen in the LOPD and developed in the RD 1720/2007.

Legitimacy

The processing of your data is carried out with the aim of complying with the purposes mentioned above and with the legal obligations arising therefrom, where applicable, by UCLG with your consent.

Data storage

Personal data provided will be kept for the time necessary to comply with the purpose for which it is collected and to determine any responsibilities that may arise, in addition to the time limits set by the regulations on records and documentation.

Rights of data subjects

Any person has the right to obtain confirmation of the processing of his/her data by UCLG.

You may exercise your rights of access, rectification, deletion and portability of your data, limitation and opposition to its processing, as well as not to be subject to decisions based solely on the automated processing of your data, where applicable, by writing to UCLG - Carrer Avinyó 15 (08002) Barcelona, or to the e-mail address lopd@uclg.org.

If you feel that your rights mentioned above are not being correctly respected, you may contact the Spanish Data Protection Agency at www.aepd.es.