

American Chamber of Commerce in Ukraine Personal Data Protection Policy

1. American Chamber of Commerce in Ukraine (further – Chamber) collects and processes personal data in compliance with applicable national and foreign legislation, Chamber bylaws and current policy
2. Collection of data is generally conducted through registration of the data subject on the Chamber website (www.chamber.ua)
 - In case of application for visa support, data collected during application for such support. Applicants provide their consent while submitting their application
 - In case of receiving information from data subject that cannot be registered through the website, such consent should be received through the e-mail
3. No personal data can be collected, stored and processed without consent of data subject
4. The Chamber collects, stores and processes in its database "Database of employees of Members of the American Chamber of Commerce in Ukraine" (further – Database) following personal data:
 - Contact Information (Full Name; Company and Position within Company; E-mail; Cell Phone; Birthday)
 - Your login and password at www.chamber.ua
 - Attendance records: registrations and attendance, held by the Chamber
 - Subscriptions to the Chamber publications
 - Technical information: IP address, browser type and version, device type, operation system
 - Online data: information about visiting website www.chamber.ua and links included to our mailings
5. The Chamber collects information only for the purposes, listed in its bylaws and for which person consents in the time of data collection: providing person with information on the Chamber activities and benefits, business relationship, conducting surveys and collecting feedback, monitoring website activity, providing visa support
6. Data stored in the Database is used for e-mail distribution. Only Chamber employees have access to the Data. No data from the database can be shared with any third party without previous consent from data subject
 - For purposes of maintaining database, authorized subcontractor may have access to the data, stored in the database. Subcontractors are instructed and sign document regarding non-disclosure of personal data, stored in database
 - For purposes of maintaining database up to date and conducting cleanup of the database, personal data (name, surname, e-mail address, information about inclusion to the Database and e-mail subscriptions, information about participation in events) may be shared with authorized representatives of Data Subject employer

7. Data subject can modify his/her data using his/her personal cabinet on the website, or by contacting responsible person within the Chamber at the e-mail: administration@chamber.ua. Data subject can address Chamber with request to delete his/her data by sending e-mail to: administration@chamber.ua.

8. In case where data subject expresses his/her will to not receive information from the Chamber, person contacted should:

- check whether data subject is willing to delete their data or unsubscribe from some mailings only
- transfer request to the responsible person within the Chamber

9. Regular cleanups of the Database is conducted regularly according to the Database cleanup policy

10. The Chamber takes any reasonable measures to prevent personal data breach, through ensuring security of the IT infrastructure used and ensuring that employees of the Chamber are familiar with the current Policy and related policies (including database usage policies) and act in compliance with such policies