

Privacy & Data Protection Policy

Lebanese League for Women in Business (LLWB)

1. Introduction & Legal Framework

At the Lebanese League for Women in Business (LLWB), we recognize that **data protection is not only a legal obligation, but a matter of trust, and ethical responsibility**, especially when working with women entrepreneurs, professionals, and public institutions.

This policy is guided by:

- **Lebanese Law No. 81/2018 on Electronic Transactions and Personal Data**
- International best practices, including principles reflected in the **General Data Protection Regulation (GDPR)**
- Data protection and compliance requirements set by LLWB's partners and donors (including EU-funded, UN, IOs and bilateral programs)

This policy outlines how LLWB collects, uses, protects, and manages personal data across its programs, partnerships, and communications.

2. Who We Are

The Lebanese League for Women in Business (LLWB) is a member-based, non-profit, apolitical socio-economic organization established in 2006, committed to empowering women to take the lead and succeed in their professional growth.

Through its mission, LLWB works to advance inclusion, diversity, and equity by supporting women in business and the workforce, while also encouraging the active participation of men particularly youth recognizing that achieving gender equality requires collective action and collaboration.

In the context of this policy, LLWB acts as the **data controller**.

3. Why We Collect Data

LLWB collects data to **design relevant, impactful, and gender-responsive programs**, and to strengthen women's participation in the economic life and in leadership positions.

Your data may be used to:

- Develop and deliver trainings, webinars, and capacity-building programs
- Support women-led businesses and entrepreneurs
- Conduct research, needs assessments, and gender analyses
- Draft briefs, analyses, and reports
- Improve program quality and participant experience
- Communicate opportunities, events, and initiatives
- Measure impact and report to partners and donors
- Advance advocacy efforts (including initiatives such as Women on Boards, and Care Work programs)

We are committed to ensuring that **data is used responsibly and, where possible, in anonymized and aggregated formats.**

4. What Data We Collect

Depending on your engagement with LLWB, we may collect:

Basic Information

- Name, email address, phone number
- Country or location

Professional Information

- Job title, organization, or business
- Sector and experience

Program-Related Information

- Training needs and areas of interest
- Feedback, evaluations, and participation records

LLWB intentionally limits data collection to what is **relevant and necessary to specific research it is leading and or programs it is implementing.**

5. On What Basis We Use Your Data

We process personal data based on:

- Your **consent**, when you voluntarily share your information
- LLWB's **legitimate interest** in delivering and improving its programs
- **Contractual and donor obligations**, particularly within funded projects

You may withdraw your consent at any time.

6. How We Share Data

We do not treat your data as a commodity.

Data may be shared, when necessary, with:

- Trusted project partners and implementing entities
- Donors and funding institutions (strictly for reporting and compliance)
- Service providers supporting LLWB operations (e.g. digital platforms)

All parties are expected to adhere to **confidentiality and data protection standards** aligned with this policy.

LLWB does **not sell, trade, or exploit personal data for commercial purposes**.

7. How Long We Keep Data

We retain data only for as long as needed to:

- Deliver programs and maintain engagement
- Fulfill reporting and compliance obligations with partners

In most cases, this may extend up to **5 years after project completion**, in line with donor requirements.

Afterward, data is **securely deleted or anonymized**.

8. How We Protect Your Data

LLWB adopts practical and proportionate measures to protect your data, including:

- Restricted internal access
- Secure storage and password-protected systems
- Careful handling of participant information across teams

We continuously aim to strengthen our data protection practices in line with evolving standards.

9. Your Rights

You have the right to:

- Access the data we hold about you
- Request corrections or updates
- Withdraw consent
- Request deletion of your data (when applicable)
- Object to certain types of processing

To exercise your rights, please email us to :
program.manager@llwb.org;

10. Participation & Choice

Your engagement with LLWB activities (forms, surveys, webinars, programs) is **voluntary**.

You are free to:

- Skip questions
- Withdraw at any stage
- Decline to provide specific information

This will **not affect your access to LLWB's support or opportunities**.

11. Communication & Outreach

With your permission, LLWB may contact you regarding:

- Programs, trainings, and events
- Opportunities for women in business
- Updates related to LLWB initiatives and partnerships

You can opt out of communications at any time.

12. Policy Updates

This policy may be updated to reflect:

- Changes in LLWB operations
- Evolving legal and donor requirements

The most recent version will always apply.

13. Contact

For any inquiries related to this policy:

Lebanese League for Women in Business (LLWB)

program.manager@llwb.org

Consent Statement (for Forms)

I hereby consent to the Lebanese League for Women in Business (LLWB) collecting and processing my personal data in compliance with Lebanese Law No. 81/2018 on Electronic Transactions and Personal Data, as well as applicable international data protection principles, and in accordance with LLWB's Privacy & Data Protection Policy.