

## **Privacy Policy**

Effective date: 01/08/2025 Last updated: 01/07/2025

At Habili Club, we're committed to protecting your personal data and being transparent about how we collect, use, and store it. This privacy policy outlines the information we collect and how we use it to run our skill-sharing community.

### 1. What Data We Collect

We collect the following personal data when you engage with us:

Name To address you personally in communications and within the community.

Email address To send you event details, club updates, and community engagement content. WhatsApp contact number To verify your identity in event chats and the wider community, and to support event coordination.

Information about your skills To better understand your interests and how you may want to engage with the community.

Data	Why We Collect It
Name	To address you personally in communications and within the community.
Email address	To send you event details, club updates, and community engagement content.
WhatsApp contact number	To verify your identity in event chats and the wider community, and to support event coordination.
Information about your skills	To better understand your interests and how you may want to engage with the community.

### 2. When and How We Collect Data

We collect personal data at three key interaction points:

### A. Join the Community (Mailing List Registration)

When you register to join the Habili Club community:

- We collect your name, email, and basic information about your skills.
- You are added to our community mailing list to receive club updates, event launches, and engagement initiatives.
- You may unsubscribe at any time via the link in our emails.

### B. Register to Attend an Event

When you sign up to attend an event:

- · We collect your name, email, and WhatsApp number.
- Your email is used to:
  - Confirm your place and send event-specific information
  - Contact you for feedback or follow-up
  - Add you to our community mailing list (you can unsubscribe at any time)
- Your WhatsApp number is used to:

- Verify your identity when joining the event-specific WhatsApp group (you will receive a link and choose whether to join)
- Ensure participants in the WhatsApp chat match the event registration list
- Identify you within the WhatsApp space if you participate
- You are never automatically added to any WhatsApp group or community you will receive a link to join if you wish.
- You may request deletion of your contact details after the event by emailing us. Requesting deletion before the event will restrict you from attending the event.

### C. Request to Host an Event

When you apply to host an event:

- We collect your name, email, WhatsApp number, and skill information.
- Your email is used to:
  - Coordinate your event and maintain contact before and after
  - Add you to both the community and host-specific mailing lists (unsubscribe at any time)
- · Your WhatsApp number is used to:
  - Verify your identity when joining the event-specific chat (host-only link is shared)
  - Ensure you are listed as the correct host within the group
  - Identify you within the WhatsApp community if you participate
- You will receive links to join relevant chats participation is voluntary but necessary to complete the host request.

## 3. Use of WhatsApp Groups

We use WhatsApp as an optional platform for:

- Organising events through event-specific chats (open only to confirmed attendees and the host)
- Sharing event launches, club news, and community updates
- · Creating space for skill-sharing and informal connection within the community.

### Important Notes:

- You are never automatically added to any WhatsApp group or community. Links to join are shared with you if relevant.
- You may leave any chat or the wider WhatsApp community at any time.
- WhatsApp numbers are used only to confirm your registration against group participants and to identify you if you choose to engage.
- Habili Club makes best efforts to monitor WhatsApp groups for alignment with community values, but we cannot take responsibility for all content or interactions. We trust members to engage respectfully.

### 4. How We Store Your Data

Your data is securely stored in:

- JotForm (form submissions)
- Google Sheets (internal records)
- MailerLite (email platform)

Only the Habili Club co-founders have access to these systems. Your data is never shared with third parties and is used only for community and event management.

We do not currently have automatic deletion policies, but you may request deletion or review of your data at any time by contacting us at contact@habili.club.

## 6. Your Rights

In line with GDPR, you have the right to:

- · Access your personal data
- Request corrections
- Request deletion
- · Unsubscribe from emails
- Leave WhatsApp groups at any time
- Contact us regarding data concerns

To exercise your rights, email us at contact@habili.club.

# 7. Updates to This Policy

This policy may be updated occasionally. The latest version will always be accessible on our website, via our communication channels or by request.

If you have any questions, concerns, or requests related to your privacy or this Privacy Policy, please contact us at: Email: contact@habili.club

Thank you for being part of the Habili Club community!