



Llinell Gymorth Live Fear
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Cymorth i Ferched Cymru
Welsh Women's Aid

Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

Welsh Women's Aid

Organisational Supporter Privacy Notice

This privacy notice explains how Welsh Women's Aid (WWA) will use your personal and special category data, who it will be shared with, and the purpose for sharing. By applying to becoming a Welsh Women's Aid Organisational Supporter you are consenting to Welsh Women's Aid storing and using the information you've provided on this form.

1.1 What information do we collect?

We will collect:

- Full name and position
- Organisation name
- Email address
- Phone number
- Annual Income
- Information about the activities of the business
- Region(s) that the organisation operate in
- Payment preference/ purchase order number
- Communication preferences

1.2 Why do we collect information about you?

We collect this information to:

- To establish best contact information to provide you with the benefits of the scheme throughout the duration of your membership.
- To establish which membership pricing band your organisation qualifies for.
- To understand how we may best serve your business and to be able to provide or sign post you to relevant sector or region specific resources.
- To process payment of the membership fee.

The information on this form will be stored in line with our Confidentiality, Data Protection and

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
Tel: 02920 541551

info@welshwomensaid.org.uk | www.welshwomensaid.org.uk

Welsh Women's Aid is a registered charity in England and Wales, No. 1140962
and a company limited by guarantee registered in England and Wales, No. 07483469



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Sharing Information policy. See further details on where we store your data in 1.3.

Newsletter

If you have opted to receive the biannual organisational supporter newsletter by checking the relevant box on this form, we will store your name and contact information on MailChimp and you will receive the newsletter via email. We will store this information for the duration of your membership and your details will be removed within 3 months of the end of your membership. You can opt out of the newsletter at any time by emailing: membership@welshwomensaid.org.uk or by clicking the unsubscribe link on each newsletter.

To collect personal data, WWA needs a lawful basis for processing. We collect this information under the following lawful bases:

- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect your personal data which overrides those legitimate interests.
- Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

1.3 What do we do with your information?

All of the information you provide will be held securely and confidentially by Welsh Women's Aid. Any personal or identifiable data will only be shared internally with staff who require the information in order to carry out the processes listed in 1.2. Anonymised data will be shared externally. Further details on the information we share and who we share it with is detailed in section 1.4.

Electronic information is stored on Microsoft SharePoint, Google Drive, and/or local machines. WWA is registered with the Information Commissioners Office and certified under the Cyber Essentials scheme, for more information please visit <https://www.cyberessentials.ncsc.gov.uk/> or contact DataProtection@welshwomensaid.org.uk.

1.4 Who do we share your information with?

Your information will not be shared with any external third parties. It is for international use only and will be shared with relevant staff members of Welsh Women's Aid.

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1.5 How long will we keep your information?

Your personal information will be held on our databases for up to three months after your membership end date. Before erasing your personal data, we will contact you by email or phone to ask if you still wish to remain an organisational supporter. If you no longer wish to be an organisational supporter, we will erase your information. At any point, you can request that your details be removed from our database by emailing: dataprotection@welshwomensaid.org.uk.

Information relating to any financial contribution, such as invoices or other record of payment will be kept for 7 years. If you have any questions, concerns, or queries about how your data is stored, please contact our Data Protection Team at: dataprotection@welshwomensaid.org.uk.

1.6 What are your rights?

You have the right to:

- Know how your personal information is being collected and used
- Ask to see information that is held by WWA (also known as a Subject Access Request)
- Have information about you changed if it is not correct
- Ask to have the information we hold about you erased
- Restrict the processing of some or all of your information if it is deemed to be inaccurate or we are not lawfully allowed to use it
- Have your information transferred to you or a third party in a structured, commonly used, electronic form so it can be easily transferred.
- Submit a complaint
- Question any automated decisions made about you.

To exercise any of these rights please contact the GDPR leads via dataprotection@welshwomensaid.org.uk.

If you are unhappy with the way your request is handled or disagree with a decision made by WWA regarding your data, you can submit a complaint. In these circumstances you can contact the Data Protection Team and request a review of the decision by emailing dataprotection@welshwomensaid.org.uk.

If you are not satisfied with any outcome from the data protection team, you may wish to apply to the Information Commissioners Office at:

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The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

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