



Llinell Gymorth Live Fear  
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**Welsh Women's Aid**

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Putting Women & Children First

## **Privacy Notice for Survivors participating in the Welsh Women's Aid Survivor Engagement Project**

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.

### **1.1: What information do we collect?**

**When you first enquire about the survivor engagement project, we will collect:**

- Your name
- Your e-mail address
- Your contact number
- The county you live (in Wales)

**When you apply to become a participant in the project, we will collect:**

- Your preferred language for correspondence
- Your reasons for joining the project
- Any dietary requirements
- Any accessibility needs
- Any child-care needs
- Your interest in engagement activities
- Your topics of interest
- How you heard about the project
- Whether you have consented to be contacted about survivor engagement opportunities
- Any risks associated with you becoming a participant in the project
- Information about previous and current contact with other specialist domestic abuse, sexual violence, or violence against women services
- How you want to contribute to the project
- How comfortable do you feel to talk about your past experiences and your preferred method of doing so

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

[info@welshwomensaid.org.uk](mailto:info@welshwomensaid.org.uk) | [www.welshwomensaid.org.uk](http://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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**Finally, if you decide to join the project, you may also be asked for:**

- Your consent to be included in photos or videos for promotional purposes
- Your consent to use your experiences to produce an anonymised case study
- Your opinions on a range of wellbeing factors, through an anonymous survey
- Your details about any research or media reports that you have taken part in
- Your consent to be included in the Survivor Network's private WhatsApp group
- Your bank details if you wish to claim expenses

You do not have to consent to any of these to take part in the project, and in the case of photos or videos, we will always ask for your consent on the day they are taken.

Additionally, we will also ask you to complete an equal opportunities survey (optional) via survey monkey. The data provided by you in the survey will be stored anonymously and used for analysis to ensure that the project is representative of the population in Wales. The survey will collect:

- Your full name
- Your sex
- Your gender identity
- Whether you have a disability which may affect the way that you work
- Language preferences
- Age range
- Your religious belief
- Your ethnic group or background
- Information about caring responsibilities

The special category information you provide via the survey will be stored securely and confidentially. A designated member of the WWA research and evaluation team will transfer the information you have provided via the survey into an excel spreadsheet where your name will be

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replaced with a unique ID number. The excel spreadsheet will be stored securely on a protected WWA drive and your name replaced on survey monkey within one-month from completion with your unique ID number.

## 1.2 Why do we collect information about you?

We collect and hold this personal and sensitive information about you to:

- Provide you with information and updates about the project
- Ensure that training and events are accessible
- Monitor and evaluate the project
- Maintain and promote equality in the project
- Evaluate how we find and attract participants
- Ensure effective general administration of the project
- Ensure that survivors voices are included in the work that WWA does
- Ensure that VAWDASV resources accurately represent survivors and their journeys.

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

- Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- 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.

For a full breakdown of the different types of information we collect and the lawful basis for processing please speak to the Data Protection team by emailing [dataprotection@welshwomensaid.org.uk](mailto:dataprotection@welshwomensaid.org.uk).

## 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](mailto:DataProtection@welshwomensaid.org.uk).

## 1.4 Who do we share your information with?

**Identifiable data** (e.g. names, address, telephone numbers)

We may share identifiable data with the following authorities/companies when necessary:

- With your consent, your personal data will be shared with local specialist services and other organisations, so that you can work with them
- The police and social services where there are safeguarding concerns
- Images taken of you at events/shared by you will be included in a WWA image bank and used (*with your consent*) for public purposes which will include but is not limited to funding bids, internal and external reporting, promotional events, training material, and/or recruitment.

**Anonymous data** (e.g. anonymised survey data)

We may share anonymous data with:

- Project evaluators
- Our partner organisations (such as such as Women's Aid Federation England, Scottish Women's Aid and Women's Aid Northern Ireland) to compare project performance
- WWA training team for use in training materials, promoted internally and externally
- Members of the public via campaign and/or marketing materials
- Potential funders via grant proposals



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## 1.5 How long will we keep your information?

We will keep any identifiable information about you for as long as you are a part of the survivor project and for 6 months after the project, or until you choose to leave the project, whichever comes first. The exceptions to this, are the images which we will not be able to remove from public facing content and the anonymous raw data provided by you which will all be kept for 6 years or for the life time of the project, whichever is longer. The aggregated data used in reports, funding bids, training, campaigns, and other promotional materials cannot be removed. For more information, please contact [dataprotection@welshwomensaid.org.uk](mailto:dataprotection@welshwomensaid.org.uk) receive a copy of the Confidentiality, Data Protection, and Information Sharing policy.

## 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](mailto: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

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Protection Team and request a review of the decision by emailing

[dataprotection@welshwomensaid.org.uk](mailto: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:

The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate)

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## Consent form

### Case Studies

Once you have signed up to become a participant in this project, we will collect your personal case study (referred to in section 1.1). Your case study will be anonymised, but it will still be identifiable to you, therefore we want to ensure that you are happy for us to use your case study in a range of WWA materials (e.g. campaigns, WWA external and internal training, funding bids, reporting and other promotional materials).

### Your Name:

\_\_\_\_\_

*(Please initial or  
mark the box)*

- I confirm that I have read and understood the above privacy notice.
- I am aware that my case study will be anonymised and may be used in WWA materials (e.g. campaigns, training PowerPoints, funding bids, reporting, and other WWA promotional materials) and thus cannot be deleted.
- I am aware that my case study will only be used for training purposes for a maximum of 5 years from the date my case study was first recorded by WWA.
- I agree to allow my case study, which has been anonymised by WWA, to be used for the above purposes.

**Date:** \_\_\_\_\_

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