

Welsh Women's Aid Privacy Notice for Event Attendees

This Privacy Notice explains how the training team at Welsh Women's Aid (WWA) will use your personal and special category data, who it will be shared with, and the purpose for sharing. Your personal data is defined as any information that can directly or indirectly identify you. This privacy notice explains how we keep your data safe and secure and includes information you need to know about your rights and how to exercise them.

1.1 What information do we collect?

- Name
- Email address
- Gender (*optional*)
- Organisation
- Local authority
- Dietary or accessibility requirements (*optional*)
- Invoicing information (*where applicable*)

During the event we may also use online collaboration platforms such as JamBoard to enable virtual collaboration.

1.2 Why do we collect information about you?

We must collect and hold your personal and special category data to manage the following where appropriate:

- Event administration
- Reporting
- Pre- and post-event correspondence
- Payment (*if applicable*)

To collect personal and special category data WWA needs a lawful basis for processing under Article 6 and Article 9 of the UK GDPR. For the processing of personal data, WWA will rely on the following lawful basis:

- (A) **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. Whenever we use Legitimate Interest to process data, we perform a Legitimate Interest Balancing Assessment (LIA) to enable us to consider any potential impact on you (both positive and negative), and your rights under data protection laws. Your information will not be processed if our interests as a charity override your fundamental rights and freedoms according to the law.
- (B) **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, e.g. you've signed up for an event or to process payment details.

To process special category data, WWA will be relying on the following condition for processing special category data:

- (A) **Explicit Consent:** clear, informed consent has been freely provided for a specific purpose by statement or by a clear affirmative action which signifies agreement to the processing of data.

1.3 What do we do with your information?

Your information is held securely on Microsoft SharePoint or local machines and Microsoft Forms, Survey Monkey, accessible only to personnel who require the information to carry out the processes listed in 1.2.

WWA is certified under the Cyber Essentials scheme, for more information please visit www.cyberessentials.ncsc.gov.uk/ or contact DataProtection@welshwomensaid.org.uk. We have undertaken a third-party supplier assessment on all our suppliers and have identified a low risk when using these organisations. Such decisions are assessed on a regular basis and our findings are kept for record purposes. Hard copy information is stored securely at the Welsh Women's Aid's head office.

1.4 How long will we keep your information?

The table below provides further details about how long your personal and special category data will be held:

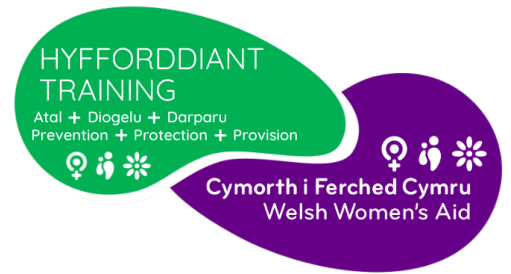
Event type	How long do we keep your information?
Conference	1 year post event



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0808 80 10 800

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We review our retention periods and update our Records of Processing Activities (RoPA's) accordingly. If you would like to know more about the retention of your personal information, please email the Data Protection team via:

DataProtection@welshwomensaid.org.uk.

1.5 Sharing information

Who do we share information with?	What information will we share?
Welsh Government	<ul style="list-style-type: none"> • Number of attendees • Organisations attended and numbers from each organisation • Gender (optional) • Local authority • Feedback <p>Information shared with Welsh Government will be collated and anonymised.</p>
Funders	<ul style="list-style-type: none"> • Number of attendees • Organisations attended and numbers from each organisation • Gender (optional) • Local authority • Feedback <p>For funded events we may share anonymised personal data with the funder for reporting purpose, such as aggregated data on number or gender balance of event attendees. This will be retained beyond 1 year.</p>

There may be certain circumstances where we would be required to share your information externally without your consent, for example, where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We will only share the minimum information for the purpose, on a need-to-know basis, and with appropriate individuals.

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
 Tel: 02920 541551
info@welshwomensaid.org.uk | www.welshwomensaid.org.uk

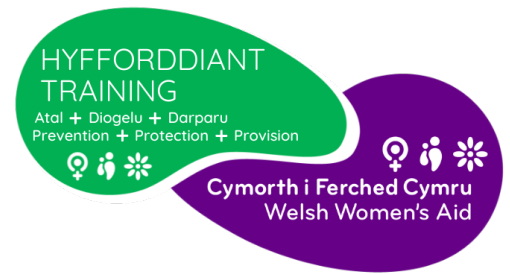
Welsh Women's Aid is a registered charity in England and Wales, No. 1140962
 and a company limited by guarantee registered in England and Wales, No. 07483469



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1.6 What are your rights?

You have the right to:

- **Information:** Individuals have the right to be informed about the collection and use of their personal data (this privacy notice). This is a key transparency requirement under the UK GDPR.
- **Access:** Ask to see the information about you that is held by WWA (also known as a Subject Access Request)
- **Rectification:** Have information about you changed if it is not correct
- **Restriction of processing:** Restrict the processing of some or all your information if it is deemed to be inaccurate or we are not lawfully allowed to use it.

In addition, the following rights apply only in certain circumstances:

- **Avoid automated decision-making:** Question decisions made about you by a computer
- **Erasure:** Ask for us to delete some or all your information we hold about you (subject to our contractual and/or legal obligations)
- **Portability:** The right to data portability
- **Withdraw consent:** You can withdraw your consent to process your data at any time (if consent is our lawful basis for processing your data) by contacting us via dataprotection@welshwomensaid.org.uk.

To exercise any of these rights please contact 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:

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

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

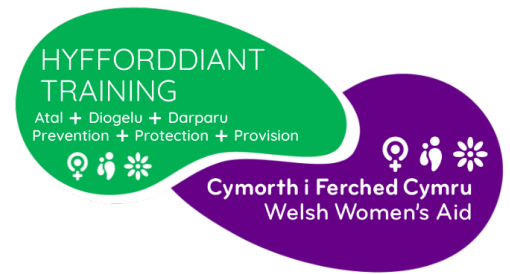
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The Information Commissioners Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

1.7 Changes to Policy

We review this policy annually and may update it from time to time. If we make any significant changes in the way we treat your personal information, we will make this clear on our website or by contacting you directly.

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