

How we use your information – privacy notice

For us to support you as a participant, or involve you as a volunteer, Womencentre needs to collect and record some information about you. Some of this information is personal and sensitive: this means that it can be used to identify you (for example, your name and date of birth) and it includes things like information about your racial or ethnic origin, or your health and wellbeing. Where we can give you a choice about how much personal information you give us, we will. We will use the information you give us in accordance with the law (the Data Protection Act 1998).

We will keep and use your information:

- to help us provide you with support, or include you as a volunteer in the project
- to manage, monitor and evaluate the project
- to show the project's funders that you are eligible for support or expenses
- to provide information for research

We will keep your personal data for a period of time which we will set out when we collect the data from you in the first place. This may vary from project to project, sometimes as a requirement of the funding for the project, sometimes according to how long we think it is necessary. Once your data is no longer needed, we will delete it or confidentially destroy it.

Who we will share your information with

We will share your information as necessary with the organisations you have agreed that we can contact. We will ask for your specific consent about each organisation or group of organisations when we first collect your data or later if we need to ask you again about information sharing.

We may have to share your information with other organisations without your permission, if we are required to do so by law, for example to prevent the risk of harm to an individual or if we think a serious crime is likely to happen. We will try to talk to you about this first, unless there is an emergency.

We will share your information with project funders, such as the Big Lottery Fund, other charitable trusts or local authority funders but this information will be anonymised and cannot be used to identify you.

We will not give your information to marketing companies, and we will not sell it, pass it on or give it out to members of the public.

Where we will store your information

We will store your data electronically in data management systems and on paper records in locked cabinets. We will take steps to ensure that your data cannot be seen or accessed by anyone who should not see it, and that it is secure.

The external contractors who run the data management systems have to access the systems from time to time to carry out maintenance, but for no other purpose; they will keep any data they access confidential.

Access to personal information

You have the right to ask for access to any information about you that we hold. This is called a 'subject access request' under the Data Protection Act 1998.

If you have any questions about the way in which we collect, use and store your information, or if you want an up to date version of this privacy notice, you can ask any of the Womenscentre staff. You can also contact Julie Yates, the Data Protection Lead at:

Email: info@womenscentre.org.uk

Phone: 01422 386500

Postal address

23 Silver Street, Halifax HX1 1JN

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here on the Information Commissioner's Office website– <https://ico.org.uk/your-data-matters/>

If you have a complaint

Womenscentre takes any complaints we receive seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you want to make a complaint about the way we have processed your personal information, you can contact Womenscentre at the address above. Womenscentre has a complaints procedure which is available on request.

If you have concerns about the way in which we have handled your information you can speak to the independent Information Commissioner's Office. Go to <https://ico.org.uk/concerns/> for more details.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 26 September 2018.