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Cymorth i Ferched Cymru
Welsh Women's Aid

Welsh Women's Aid

Privacy Notice for Change That Lasts Trusted Professionals

This privacy notice explains how Welsh Women's Aid (WWA) will use your personal 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 training, we will collect:

- Your full name and contact details
- Your organization and current job role

The personal data provided by you via the WWA website will be stored securely on WWA's secure drives, accessible only by a limited number of WWA staff.

Once you have been signed up to a training course, we will collect (via survey monkey):

- Your name and consent
- Your pre-course knowledge of the subject area

The personal data provided by you via survey monkey will be stored securely on both survey monkey and WWA secure drives accessible by a limited number of WWA staff.

Finally, once you have completed the training course, we will collect:

- Post-course feedback via survey monkey

The data provided by you in the post-course survey will be stored anonymously using your Unique ID code on survey monkey and WWA secure drives.

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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1.2 Why do we collect information about you?

We collect and hold your personal information to:

- Contact you about the upcoming training

We collect and hold the anonymized information to:

- To monitor the effectiveness of the training
- To monitor the impact of the course on referrals
- For use in funding bids, campaigns and other promotional materials

To collect your 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.

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.

1.3 What do we do with your information?

Your information is stored securely on WWA drives and on Survey monkey and only accessible by a limited number of staff who need require the information to carry out any of the processes listed in 1.2.

Electronic information is stored on Microsoft SharePoint. WWA is certified under the Cyber Essentials scheme, for more information please visit <https://www.cyberessentials.ncsc.gov.uk/> or contact DataProtection@welshwomensaid.org.uk.

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1.4 Who do we share your information with?

We will share anonymized data with the following authorities/companies when necessary:

Funders

- Project Evaluators
- Members of the public via campaign and/or promotional/marketing materials
- Potential funders via grant proposals

With your consent, we will share your personal data with the following authorities/companies when necessary:

- External organizations who independently review and evaluate the Change that Lasts Project

1.5 How long will we keep your information?

We will keep your personal information for the life of the Trusted Professionals project, or until you request for your information to be removed. Data which has been anonymized will be kept for the lifetime of the project plus one year for reporting purposes. The aggregated data used in reports, funding bids, training, campaigns, and other promotional materials cannot be removed and thus may be kept indefinitely. For more information, please see the retention section of the Confidentiality, Data Protection, and Information Sharing policy here: <https://welshwomensaid.sharepoint.com/:b:/s/WWA/EXBbmclhNrxDuXi0sS5A-g4B6PCCvAD4b5WSK9qUyvc-jA?e=5sNPna>

1.6 What are your rights?

You have the right to:

1. Ask to see information about that is held by WWA (also known as a Subject Access Request)
2. Have information about you changed if it is not correct
3. Limit the way we use your data
4. Question decisions made about you by a computer
5. Submit a complaint

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To exercise any of these rights please contact Human Resources:

HR@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:

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

Tel: 0303 123 1113 (local rate)

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