



# GDPR Policy Statement

The Women's Liberation Collective will ensure that all personal data that it holds will be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Kept in a form which permits identification of data subjects for no longer than is necessary.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.



# Privacy Policy – Clients

It is important to us that you understand and are happy with how we use your information.

**Please take time to read this Privacy Notice in full.**

## **1. *Data Subjects***

People like you, who take part in our activities.

## **2. *The existence of each of your rights***

Under the General Data Protection Regulation you have the following rights:

- a) to be told about what data we have, how and what we use it for, and who we share it with (as we are doing in this Privacy Policy);
- b) to be given access to your personal data;
- c) to have any errors corrected or incomplete data completed;
- d) to stop us using your data if you think our use is unjustified or the data are inaccurate.

## **3. *What we do with your personal data?***

We use your personal data to help us organise the sort of activities that we think you would like to be involved with, and to keep you informed about those activities. We can do this because we have a legitimate interest in knowing who is participating in our activities and in being able to share with them details of our activities (including any changes) and related activities.

## **4. *Your right to withdraw consent at any time***

You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical.

## **5. *Your right to require the erasure of your data (right to be forgotten)***

If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical.

## **6. *Who gets to see your personal data?***

We only share your personal data with other people when we are required by law or if you have given consent. Where possible, we will only share anonymised personal data (i.e. so no one can identify who you are).

## **7. *How long do we keep your personal data?***

We only keep your personal data for funding and analysis. We will keep your data for 6 years, due to funding requirements.

## **8. *We do not transfer your personal data to other countries***



**9. *Your legal obligation***

You are under no legal obligation to give us your personal data if you do not wish to.

**10. *The existence of automated decision making, including profiling***

The Charity does not use computers to analyse your data in order to make computer decisions about what communications the charity should, or should not, send to you.

**11. *The right to complain to the UK Information Commissioner's Office:***

If you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

<https://ico.org.uk/make-a-complaint/>

**12. *Identity and contact details of the controller.***

The Charity's Data Controller is Chief Executive Officer.

The Controller can be contacted via:

Phone: 07898 138162; Email: [info@ownmylifecourse.org](mailto:info@ownmylifecourse.org)