

WOMEN'STEC

Enabling women into non-traditional employment

WOMEN'STEC Privacy Notice

At **WOMEN'STEC**, we're committed to protecting and respecting your privacy.

This Notice explains when and why we collect personal information about people who register for information, training and/or events; how we use it; the conditions under which we may disclose it to others; and how we keep it secure.

We may change this Notice from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Notice and our privacy practices should be sent by email to info@womenstec.org or by writing to **WOMEN'STEC**, 29 Chichester Avenue, Belfast BT14 8GL. Alternatively, you can telephone 028 9074 9810.

Who are we?

WOMEN'STEC is the largest quality provider of training for women in non-traditional skills in Northern Ireland. Based in North Belfast, we enable women to return to employment in non-traditional sectors. We are a registered charity (number: NIC100185) and are registered as a company limited by guarantee in Northern Ireland No. NI34272. The registered address is **WOMEN'STEC**, 29 Chichester Avenue, Belfast BT14 8GL.

How do we collect information from you?

We collect information from you when you, for example, contact us about the services we provide, complete an application form for training, register for our e-zine, or attend events.

What type of information is collected from you and what do we do with it?

WOMEN'STEC complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

If you contact us about our services, we will ask your permission to hold your name, phone number and/or email. We will use your data to inform you of any opportunities/courses/events that are happening. The lawful basis for holding this data is your consent. If you wish to withdraw this consent at any time please contact us using the information below. Your information will not be shared outside of **WOMEN'STEC**.

WOMEN'STEC

Enabling women into non-traditional employment

If you want to receive our e-zine or other information through email, we will ask you permission to hold your name and email address. This data will be stored on MailChimp whose privacy notice is available here:

<https://mailchimp.com/legal/privacy/> The lawful basis for holding this data is your consent. If you wish to withdraw this consent at any time please contact us using the information below. Your information will not be shared outside of **WOMEN'STEC**.

If you apply for training you will be asked to complete an application pack. The personal information we collect will include your name, address, phone number, email address, age and other information as required by funders such as nationality, employment status, religion, number of children, ability/disability etc. The lawful basis for holding this information is the legitimate interest of **WOMEN'STEC**. Some of this information will be shared with funders where applicable, with OCN NI (our accrediting body) and with Learning Records Service (who provide your Unique Learning Number and your Personal Learning Record). Information can be shared with partners but any identifying data will be removed before doing so. We share this information with funders and partners in order to demonstrate that we are meeting the conditions of our funding and other donations we have received to enable us to offer the training.

If you are availing of our childcare, some of your personal data may be shared with Wee Chicks Fitness CIC. To find out more about how your data is used by Wee Chicks, contact Kelli Molloy at: info@weechicks.com

If you attend training or events, we will seek permission through Photo Permissions/Consent Form before taking photos of individuals in classes or at events for promotional use and let you know how the photos will be used. At large events you will be asked to speak to a member of **WOMEN'STEC** staff if you do not wish your photograph to be taken or used. The lawful basis for this is your consent. If you wish to withdraw this consent at any time please contact us using the information below. Your information will not be shared outside of **WOMEN'STEC**

Who has access to your information?

With the exception of funders, accrediting body and partners as explained above, the only people with access to your information will be **WOMEN'STEC** project staff. Where possible, when sharing information with funders and partners, personal details will be substituted with an I.D. number so you cannot be identified. The only person with access to this I.D. number along with your personal data will be **WOMEN'STEC** Quality Assurance and Monitoring Officer with the purpose of maintaining your records.

You have the right:

- To be informed regarding the personal data we hold on you and what we do with this;
- To look at the data we hold about you;
- To get incorrect data corrected;

WOMEN'STEC

Enabling women into non-traditional employment

- To ask us to erase your data;
- To ask us to restrict our data processing activities;
- To ask us for the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To object, on grounds relating to your particular situation, to any of our processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not unconditional, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact **WOMEN'STEC** using the contact details set out below.

How you can access and update your information?

If you have any queries about this privacy notice or how we process your personal data, you can contact our organisation by email:

info@womenstec.org@womenstec.org; by telephone: 028 9074 9810; or by post: **WOMEN'STEC**, 29 Chichester Avenue, Belfast BT14 8GL.

To request access to the personal data that we hold about you, you may contact our organisation by email: info@womenstec.org; by telephone: 028 9074 9810; or by post: **WOMEN'STEC**, 29 Chichester Avenue, Belfast BT14 8GL

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.