



## Privacy Policy

At Women's Resource Centre we are committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about people who visit our website (to register for training and events, sign up to newsletters, and/or apply for membership). It explains how we use the data, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy.

Any questions regarding this Policy or our privacy practices should be sent by email to: [admin@wrc.org.uk](mailto:admin@wrc.org.uk) or by writing to Women's Resource Centre, United House, North Road, N7 9DP London, UK. Alternatively, you can telephone us on 020 7697 3450.

## Who are we?

WRC is the leading national umbrella organisation for the women's sector, working towards linking all aspects of the women's movement. We support our members to be more effective and sustainable through training, strategic advocacy and collaboration.

The Women's Resource Centre values are feminism, sustainability, collaboration, professionalism, equality and integrity.

Our vision and mission are as follows:

**Vision:** All women are empowered and have substantive equality

**Mission:** Supporting and standing up for a diverse and thriving women's sector

## **How do we collect information from you?**

We collect information about you when you register for training/events and for membership. We also collect information from you when you provide feedback, either physical or electronical.

## **What information do we collect from you?**

We collect information about you when you register for training/events or apply for membership. We also collect information when you voluntarily complete surveys and provide feedback. The personal information we collect might include your name, job title, email address and feedback data. We also collect information about your organisation, such as name, location, beneficiary group, turn-over and phone number. We may ask you to provide us with sensitive personal data, such as equalities data, but this will be submitted completely anonymously.

## **How will we use the information about you?**

We may use your information to:

- Process a membership request you have made;
- Process a training/event registration you have submitted;
- Process a job application;
- Carry out funder requirements, such as monitoring and evaluation reports;

We are legally required to hold some types of information to fulfil our contracts with funders. We will hold your personal information on our systems for as long as necessary for the relevant activity. We do not store your financial details.

## **Who has access to your information?**



We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purpose.

We may transfer your personal information to a third party as part of a contract with a funder. However the information transferred will omit name and equalities data and we take steps to ensure that your privacy rights continue to be protected.

## Your choices

We will not contact you for marketing purposes by email unless you have given your prior consent. You can change your marketing preferences at any time by contacting us by email: [admin@wrc.org.uk](mailto:admin@wrc.org.uk) or telephone 020 7697 3450.

## How you can access and update your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [admin@wrc.org.uk](mailto:admin@wrc.org.uk) or write to us: Women's Resource Centre, United House, North Road, N7 9DP London.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us sensitive personal data, we take steps to ensure it is treated securely. We ensure that your equalities data is submitted and processed anonymously.

Sensitive and non-sensitive data (your email address etc.) are kept on our internal systems. Once we receive your information, we make our best effort to ensure its security on our systems. However, since the data is transmitted over Internet, it can never be guaranteed to be 100% secure. As a result, while



we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

## Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you.

## Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## 16 or under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## Review of this policy

We keep this privacy notice under regular review and we will place any updated on this webpage. This privacy policy was last updated in May 2018.

