

HOW WE USE YOUR DATA

1 PRIVACY POLICY

Women & Girls in Politics CIC takes your personal data extremely seriously. This document describes what we do with any personal data you provide to us, what your rights are in relation to them and how you can exercise those rights.

We process your data if you:

- use our website, or contact us by phone or email
- sign up to our newsletter
- make at least one donation to us, or a fundraising event
- become a member of our organisation, or gift a membership
- take part in one of our research projects
- sign up to attend one of our events
- hold a sponsored event with us
- purchase items from us
- campaign with us
- join one of our projects
- apply to be a volunteer or for employment with us

We take extra care of personal data when we know that you are under 18.

1.1 DATA RETENTION

In general we retain data for as long as is necessary to accomplish the task set out in each section. This means that we do not retain your personal data if we have no reason to do so. On the other hand, some of our goals require us to retain your data. For example, we keep records of transactions for seven years as is legally required of us. If you would like us to actively delete your personal data even if it is still required for some of our stated aims, then you can make use of your right to erasure.

1.2 YOUR RIGHTS

The General Data Protection Regulation enshrines the following rights for you in law:

- Right to be informed — the right to know what is happening with your personal data.
- The right to access your personal data — you can request a copy of the data we hold about you.
- The right to rectification — you have the right to correct personal data that we hold about you. We then inform our data processors of the rectification and expect them to update their records too.
- The right to erasure — you have the right to request that we delete any personal data we hold about you. This is not an absolute right: we can retain data derived from your original data if it is no longer personal. We might also not be in a place where we can delete all of your data for, for instance, legal reasons.
- The right to object — you have the right to object to our processing of your data as set in the rest of this document. This right allows you to request that we stop processing your data temporarily, whilst we work to follow up on one of your other rights.
- The right to the restriction of processing — this right entitles you to request a pause on our processing of your data whilst you and Women & Girls in Politics resolve a query relating to one of your other rights. We apply this automatically if you request this whilst exercising one of your other rights.

- The right to data portability — this right grants you the ability to request a portable version of your personal data, i.e. data in an electronic format that you can then use with other service providers. We do not fit the criteria for this right, as we do not carry out automatic processing.
- You have rights related to automatic decision-making — these rights relate to automated profiling, which we do not use.

In addition, where we rely on Consent as our legal basis, you have the right to unconditionally withdraw consent. At this point we stop processing your data and delete any personal data that we do not need to hold for other reasons. You can exercise this right by unsubscribing directly from communications or by emailing data@womenandgirlsinspolitics.com.

Finally you have the right to lodge a complaint with a supervisory body in Europe. You should normally do this in the country where you are habitually resident. In the UK this authority is the Information Commissioner. You can lodge a complaint at <https://ico.org.uk/concerns/>.

If you are unhappy with the way we have handled your personal data, we would prefer to hear from you directly so we can work on a solution with you.

1.3 USING OUR WEBSITE OR CONTACTING US BY PHONE OR EMAIL

When you use our website we use technologies that allow us to track your interaction with our website. These technologies are provided by Google Analytics and our membership management platform Wild Apricot. We do this improve your user experience and to gather usage statistics to make informed choices on further web development and design.

We also use other unobtrusive web technologies, such as session cookies to provide a functioning or pleasant website as a whole. These technologies as well as our web platform are provided by Wild Apricot.

Large parts of this analysis rely on anonymous data, but some data, through for instance your IP address, is personal.

The legal basis for this processing is our Legitimate Interest in being able to provide an engaging and welcoming online platform to support the mission of Women & Girls in Politics.

When you contact us by phone we will, depending on your query create or update some of your personal information in our contact relationship management system, which is hosted and developed by Wild Apricot. Wild Apricot is a US company, so the personal data you provide us with may leave the EU.

When you contact us by email, your email address, as well as the contents of your email is stored on our Office365 environment, provided by Microsoft. In addition we may create or update a record for you in our contact relationship management system.

The legal basis for both the above uses of your personal data is our Legitimate Interest in being able to provide a well-functioning office environment where we can serve enquiries from a diverse range of people.

1.3.1 COOKIES

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit <https://www.aboutcookies.org> or <https://www.allaboutcookies.org>.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

1.4 SIGNING UP TO OUR NEWSLETTER

We publish a newsletter that aims to keep interested persons, campaigners and activists informed about and engaged with our work. The newsletter contains information relating to our campaigns, research and events that we run. It also contains commentary on topical issues and carries advertising for products and services. Finally we also use it to make supporters aware of fundraising initiatives we are running.

When you sign up to our newsletter, the personal data you provide is passed on to Mailchimp, which provides mailing list infrastructure to us. Mailchimp uses some personal tracking technologies to allow us to carry out analysis on the success of our mailing list. Mailchimp is a US company, so the personal data you provide us with may leave the EU. Mailchimp operate under the EU-US Privacy Shield initiative to certify that they live up to EU standards of data protection.

We also synchronise personal data you provide when you sign up to our newsletter with our contacts relationship management system provided by Wild Apricot. We do this in order to keep track of your communication preferences.

The legal basis for our processing of your data in this way is Consent, which you can withdraw at any time by unsubscribing from the newsletter. Simply click the unsubscribe button on any of our mailings to do so.

1.5 MAKING A DONATION TO US OR TO A FUNDRAISING EVENT

As a CIC, some of our funding comes from donations. In order to minimise the amount of personal data we store on our systems we have implemented several robust means of online giving.

Depending on which method of payment you use, the personal data you entered on our website, which is run by Wild Apricot, as well as additional payment details (such as your account number, or debit card number) is provided to our payment provider Paypal.

We also synchronise donation payment details with our contacts relationship management system provided by Wild Apricot.

The legal basis for our processing of your data is our Legitimate Interest to generate revenue, take payments, document transactions that might be audited at a later stage and to be able to handle enquiries from you about any moneys you have contributed to us.

1.6 BECOMING A MEMBER OF OUR ORGANISATION OR GIFTING A MEMBERSHIP

Our membership schemes provide us with stable, independent funding. It lies at the core of how we are able to carry out our mission.

When you become a member, the data entered on our web platform (provided by Wild Apricot), is stored there. The payment provider also uses data as well as your payment credentials used depending on the type of payment you make.

We also synchronise your data with our contacts relationship management system provided by Wild Apricot in order to manage your membership with us. This includes us communicating with you by post, email or telephone for administrative purposes.

The legal basis for the above forms of data processing is our Legitimate Interest to provide an effective service for our members.

The legal basis for the above mailing is Consent, which you can withdraw by contacting us.

If you told us that you would like to be kept in touch with, then we subscribe you to our members only newsletter, that we send out by email. Some of your personal details, namely your name and email address, will be transferred to Mailchimp, which provides us with a mailing list infrastructure. Mailchimp uses some personal tracking technologies to allow us to carry out analysis on the success of our mailing list. Mailchimp is a US company, so the personal data you provide us with may leave the EU. Mailchimp operate under the EU-US Privacy Shield initiative to certify that they live up to EU standards of data protection.

The legal basis for our newsletter is Consent, which you can withdraw at any time by unsubscribing from the newsletter. Simply click the unsubscribe button on any of our mailings to do so.

1.6.1 GIFT MEMBERSHIPS

In addition to the terms above, when you offer a membership as a gift to someone else, you provide us with the details of the person that you wish to make the gift out to. We contact them to let them know that we have obtained their information from you and to let them know that they have been given this gift.

We also, in that email, ask them whether they would like to be signed up to our newsletter.

1.6.2 FAMILY MEMBERSHIPS

When you sign up for a family membership, the same terms apply as for ordinary memberships. We contact you in order to manage the family membership.

We store the details of the individual persons in your family membership in the same way as we store your details.

1.7 TAKING PART IN ONE OF OUR RESEARCH PROJECTS

We carry out research projects to strengthen our policy work, create public discussion to further our mission and to contribute to the body of knowledge around gender equality.

Each individual research project is governed by its own Privacy Policy, and will be provided with it, as well as contact persons for that project, at the time you sign up for it.

1.8 ATTENDING ONE OF OUR EVENTS

We organise public as well as private events to further our cause. We manage events through our web platform provided by Wild Apricot. When you sign up to an event, data you provide is stored on that platform.

In addition, if the event is chargeable, some of that data, as well as your payment details are provided to the payment provider.

We synchronise data about our event attendees with our contacts relationship management system provided by Wild Apricot. We do this in order facilitate event administration.

The legal basis for our event administration, including associated campaign communications is Consent, which you can withdraw at any time by informing us of your wish to withdraw from the event. You can do so by contacting us.

1.9 VOLUNTEERING WITH US

We work with volunteers to facilitate events, support our membership scheme and other specific campaigns.

To facilitate our work with volunteers we store their details in our contacts relationship management system provided to us by Wild Apricot.

We retain copies of communications about your volunteering in our email systems supplied by Microsoft Office365.

1.10 APPLYING FOR A POSITION WITH US (VOLUNTEER OR PAID)

When you apply to work with us you inevitably submit personal data to us in the form of your application, which takes the form of an online form hosted by Google. We process this data for the purpose of filling the post you applied for. But on occasion we may well wish to hold on to your details, and even your application, for some time afterwards even if your application was not successful. This is in order for us to get back to you if we feel another job opening might suit you. We would only do this after we explicitly asked for your permission.

We would retain this data for up to a year after your application to the post. If we decide not to hold on to your data then we securely destroy it after the vacancy has been filled.

If your application is successful, then the context in which we hold your personal data changes. It is now governed by our internal HR procedures, which you would be free to consult at that point.

In either of the above cases, your personal contact details are added to our contact relationship management system, hosted by Wild Apricot. Your application itself would be stored in our Office365 environment.

The legal basis for our processing of your data in the context of recruitment is consent, which you can withdraw at any time.

1.11 HOW WE HANDLE DATA OF YOUNG PEOPLE

The GDPR designates personal data of young people as particularly sensitive. In addition there are additional regulations in place around fundraising when it comes to young people and young adults.

For this reason, where we have identified user journeys where we might be collecting personal data of young people, we ask for a date of birth.

If you provide us with that date of birth, it is stored on our web platform, which is provided by Wild Apricot. We also store it on our contacts relationship management system, which is provided by the same company.

The legal basis for this is Legal Obligation, as set out in the GDPR.

1.12 OUR USE OF YOUR DATA WHEN YOU ARE A PERSON OF PUBLIC INTEREST, SUCH AS A POLITICIAN, CAMPAIGNER OR JOURNALIST

We are, amongst other things, a campaigning organisation. A part of the work we do involves talking to, networking and building alliances with politicians and other persons of public interest.

To this end, if you are such a person, we may hold information about you, your voting history, your campaigning and/or professional work in our contact relationship management system, hosted by Wild Apricot. We may use this information for influencing and campaigning work with you, or in the process of generating reports or research.

The legal basis for our use of your data in this context is our legitimate interest to further our goals.

2 OTHER WEBSITES

Our website contains links to other websites. This privacy policy only applies to this website so when you follow a link to other websites you should read their own privacy policies.

3 THIRD PARTIES WE WORK WITH

3.1 PAYPAL

We use PayPal to allow our supporters to make convenient online payments. PayPal acts as an independent data controller and we do not transfer personal data to them except in order to pre-populate one of their forms. PayPal makes some personal data available to us for reporting and administrative purposes.

PayPal's infrastructure is global and as such personal data is transferred out of the EU.

You can read more about PayPal's privacy commitments on their website.

4 METADATA

This Privacy Policy governs how Women and Girls in Politics CIC (Registered Community Interest Company no. 12462169) uses any personal data you may submit to it.

This policy is written in accordance with the General Data Protection Regulation (GDPR) 2018 and with the Data Protection Act 1998.

This policy applies to all public facing data processing Women & Girls in Politics CIC carries out.