



Llinell Gymorth Live Fear  
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**Cymorth i Ferched Cymru**  
**Welsh Women's Aid**  
Rhoi Merched a Phlant yn Gyntaf  
Putting Women & Children First

## Welsh Women's Aid

### Privacy Notice for Training

This Privacy Notice explains how Welsh Women's Aid (WWA) will use your personal information, who it will be shared with, and why.

#### 1.1 What information do we collect?

- Name
- Job title and workplace
- Email address
- Whether you have any form of disability to ensure reasonable adjustments are made for training.

In addition, we collect the following personal data from learners via an evaluation and demographic survey at the end of each training. This information is anonymous and will not be linked to you. This information is used for equality monitoring only.

- Your gender
- Your ethnic group or background
- Which languages you speak
- Your religious beliefs
- Your marital status
- Your sex
- Whether your gender identity is the same as the gender you were assigned at birth
- Your sexual orientation
- Your religion or belief
- Your age

Learners that have attended/are attending an accredited course, in addition to the above data we will also collect the following personal information:

- Date of birth
- Home address
- Additional needs or form of disability

In addition to the initial data taken, associate trainers will also be asked to provide the following information:

- Details of your employment history
- Details of your education/qualifications/training
- Details of your contracted work pattern

#### 1.2 Why do we collect information about you?

We must collect and hold personal information about you to manage the following where appropriate:

- Maintain accurate and up-to-date learner records
- Accreditation purposes



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- For monitoring needs to ensure that we are engaging with as wide and diverse population as possible
- Maintain accurate associate trainer records

To collect personal information WWA needs a lawful basis for processing. The reasons why we collect this information is due to one or more of the following reasons:

- Contract:** the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.
- Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
- 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.

### 1.3 What do we do with your information?

Your information is securely held within the Training team. It is only shared internally with the monitoring and data team who require the information in order to carry out any of the processes listed in 1.2.

Electronic information is stored on Microsoft SharePoint or local machines. WWA is certified under the Cyber Essentials scheme, for more information please visit [www.cyberessentials.ncsc.gov.uk/](http://www.cyberessentials.ncsc.gov.uk/) or contact [DataProtection@welshwomensaid.org.uk](mailto:DataProtection@welshwomensaid.org.uk).

Hard copy information is stored securely in the Training office and the Monitoring and evaluation office.

### 1.4 How long will we keep your information?

The table below provides further details about how long your personal data will be held:

Training type	How long do we keep your information?
Level 3 Accredited training: Ask and Act training	3 years from the course internal verification date
Level 3 Accredited training: QCF Certificate and Award level in Preventing and Tackling Domestic and Sexual Abuse/Violence	3 years from the course internal verification date
Continuing Professional Development Service (CPD) *see website for list of CPD courses: <a href="http://www.welshwomensaid.org.uk/training/courses/">www.welshwomensaid.org.uk/training/courses/</a>	3 years from the course start date
E-learning	3 years from the course start date
Non-accredited training	2 years from the course start date
Associate trainers	1 year and updated annually as part of a review



### 1.5 Who do we share your information with?

We share data with the following and relevant awarding body for accredited courses or platforms when necessary, e.g. to deliver training to you and provide certificates. The table below provides more details about what information is shared and who we share the information with:

Training type	What information will we share?	Who do we share your information with?
Level 3 Accredited training: Ask and Act training	Date shared: Name, email address, date of birth and postcode *Please note that we are required to share the pre-course questionnaire and all assessment paperwork which might include details of additional learning needs or forms of disabilities.	Awarding body: Agored Cymru
Level 3 Accredited training: QCF Certificate and Award level in Preventing and Tackling Domestic and Sexual Abuse/Violence	Date shared: Name, email address, date of birth and postcode *Please note that we are required to share the pre-course questionnaire and all assessment paperwork which might include details of additional learning needs or forms of disabilities.	Awarding body: NOCN group
Continuing Professional Development Service (CPD) *see website for list of CPD courses: <a href="http://www.welshomensaid.org.uk/training/courses/">www.welshomensaid.org.uk/training/courses/</a>	Date shared: Names, email address and workplace	Awarding body: The Continued Professional Development (CPD) Service
E-learning	Date shared: Name, email address, workplace and gender Learners will also be asked to provide demographic information with is optional. A selection of the E-learning courses are also CPD accredited and data will be shared with The Continued Professional Development Service.	Data added to Nimble (e-learning platform) so that you can access the training. For CPD accredited courses, your data will also be shared with the Continued Professional Development Service.
Non-accredited training	Date shared: None	Data is not shared for those attending / attended non-accredited training.
Associate trainers	Date shared: The associate trainer's name and email address may be provided to organisations receiving training delivered by the associate trainer.	Data may be shared with organisations receiving training delivered by the associate trainer.

Please see the retention section of the Confidentiality, Data Protection, and Information Sharing policy here: [www.welshomensaid.org.uk/wp-content/uploads/2021/06/WWA-Confidentiality-Data-Protection-and-Sharing-Information-May-2021-FINAL.pdf](http://www.welshomensaid.org.uk/wp-content/uploads/2021/06/WWA-Confidentiality-Data-Protection-and-Sharing-Information-May-2021-FINAL.pdf)



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## 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

To exercise any of these rights please contact the Training Department:

[Training@welshwomensaid.org.uk](mailto:Training@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](mailto: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)