

Welsh Women's Aid Privacy Notice for Ask Me

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?

When you first enquire about Ask Me we collect...

- Name and email address
- What part of Wales you live in, including your address

When you register as an Ask Me Participant on the app we collect...

- Name and email address

When you apply to come on a course we then collect...

- Previous levels of knowledge
- How you heard about the scheme
- Why you want to join the scheme
- Information about your connection to the relevant funded area
- Your work/volunteering organisation and role
- Dietary requirements
- Accessibility needs

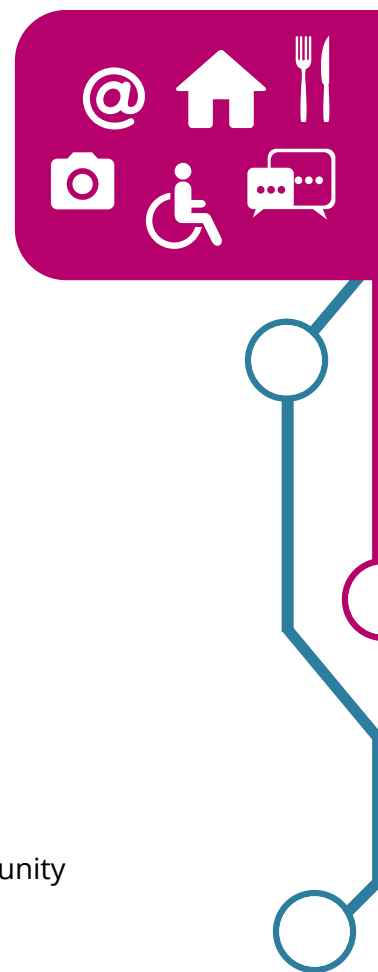
If you attend a training course we also collect...

- Whether you have completed the Ask Me training
- Whether you have been offered a place onto the Ask Me community
- Whether you have accepted the invitation to be part of the Ask Me community
- Whether you have consented to have photographs taken
- Whether you have consented to be contacted by our evaluator
- Whether you have consented to speak to the press

Finally, if you go on to become an Ask Me participant we will collect...

- Facebook contact details (where you choose to join the Ask Me Wales group)
- Bank account details (if expenses claimed)
- Action tracker data including data completion
- Which languages you speak

In addition, when people register to come on a course we ask them to fill in an equal opportunities form which gives us the below information. This information is anonymous and will not be linked to you. This information is used for equality monitoring only i.e. to



check whether the Ask Me scheme is accessible to everyone in the community or if there is anything we can do that means more people can come.

- Your gender
- Your age
- Your ethnic group or background
- Your religious beliefs
- Your marital status
- Your sex
- Your relationship status
- Whether you identify as trans
- Your sexual orientation
- Your religion or belief
- If you have children under 18
- If you have children under 5
- Your current level of education
- Your housing circumstances
- Your employment status
- Where you heard about the Ask Me scheme

1.2 Why do we collect information about you?

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

- Provide you with information and updates about the Ask Me scheme
- Ensure training and ambassador events are accessible for you
- Monitor how well the project is doing and telling our funders
- Evaluate how effective the project is
- Invite you to participate in research e.g., focus groups, interviews
- Maintain and promote equality in the scheme
- To evaluate how we find and attract Ask Me participants
- Ensure effective general administration of the scheme

In order 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:

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.

For a full breakdown of the different types of information we collect and the lawful basis for processing please speak to the Data Protection team by emailing dataprotection@welshwomensaid.org.uk.



1.3 What do we do with your information?

Your information is held within Welsh Women's Aid and remains confidential. It is only shared internally with staff who require the information in order to carry out any of the processes listed in 1.2.

Electronic information is stored on Microsoft SharePoint, Google Drive, and/or local machines. WWA is certified under the Cyber Essentials scheme, for more information please visit <https://www.cyberessentials.ncsc.gov.uk/> or contact DataProtection@welshwomensaid.org.uk.

Paper copies are scanned electronically, stored as above with the originals shredded.



1.4 Who do we share your information with?

We will share data with the following authorities/ companies when necessary:

- Other local specialist services where we have told you about this in the Expression of Interest form
- Other local specialist services where you have agreed for us to do so, so that you can work with them
- The police and social services where there is a safeguarding need to do so
- Our project evaluators where the information is anonymised or you have consented to us doing so
- Our partner organisations (Women's Aid Federation England, Scottish Women's Aid and Women's Aid Northern Ireland) where information is anonymised and needed to compare project performance



1.5 How long will we keep your information?

Your personal data will be kept for as long as you are part of the Ask Me scheme and for 6 months after you leave the scheme. However, anonymised data will be kept for the duration of the project and in line with Welsh Women's Aid retention schedules and may be utilised for future reports and campaigns. Please note that anonymised data used in reporting, funding bids, promotional material, campaigning may be held indefinitely.

If we have passed your personal data on to your local specialist service for you to liaise with the co-ordinator there, when you leave the scheme, we will notify them that you are no longer an Ask Me participant and ask them to remove your data in line with their data protection policies.



If you register as an Ask Me participant on the app but are not registered with us as an active ambassador, we will store the details provided to allow us to contact you to let you know that your registration has not been accepted. We will remove these details within 30 days of you submitting them.

Anonymised data provided via training evaluation forms, anonymized demographics data, information you have fed into consultations, focus groups/interviews organised by WWA, and HAYGO data will be stored securely for 6 years or the life of the project, whichever is longer. Please note that anonymised data used in reporting, funding bids, promotional material, campaigning may be held indefinitely.

Please email the Data Protection team if you would like to see the retention section of the Confidentiality, Data Protection, and Information Sharing policy:
DataProtection@welshwomensaid.org.uk.

1.6 What are your rights ?

You have the right to:

- Ask to see information about that is held by WWA (also known as a Subject Access Request)
- Have information about you changed if it is not correct
- Limit the way we use your data
- Question decisions made about you by a computer
- Submit a complaint

To exercise any of these rights please contact the GDPR leads:

EmmaHarris@welshwomensaid.org.uk and/or NicoleHughes@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.

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)

