



## National Alliance of Women's Organisations Privacy Policy (NAWO)

NAWO is a UK registered Charity (Charity Number 803701). This privacy policy explains the obligations of the web owner NAWO and how we use and protect personal information we collect about you.

At NAWO we take our duty to process your data very seriously and are committed to preserving the privacy of all visitors to our website at [www.nawo.org.uk](http://www.nawo.org.uk) (the "**Website**"). It is important to us that you understand how and why we ask for and work with your details

If you reside in the European Economic Area ("**EEA**"), Switzerland or the UK ("**European Residents**"), we will process your personal information in accordance with the General Data Protection Regulation 2016/679 and similar European and UK data protection and data security laws (the "**Data Protection Laws**").

### What information do we collect about you

Personal information means information we hold about you from which you can be or are identified. Personal Information is collected from sources such as you when you interact with NAWO, for example signing up to a campaign action, enquiring about an event, participating in an event, volunteering, joining NAWO as a member or making a donation.

The information we collect will typically include your name, postal and email addresses, your phone number and your bank details if you are supporting us financially.

- We may collect information about you from your completion of our on-line forms or from any email you send to us.
- We may collect information about you if you contact us offline, for example by telephone, fax, email or post.
- We may obtain a record of site statistics about use of our Website from our web developer, but not in a format that identifies any individual.

### How will we use the information about you

We use your personal information for the following key purposes:

- **To contact you:** subject to applicable law, we or third-party service and business providers may send you our newsletters and other related communications, invite you to participate in campaigns and events and/or manage your attendance at such events. Where required under the applicable Data Protection Laws, we will not send you marketing communications without your prior consent.
- **Business purposes:** which include, but are not limited to:



- membership information and membership renewal requests;
- donations and other payments and verification of financial transactions; and
- Gift Aid donations.

We may also process the personal information to comply with our contractual, legal and/or regulatory obligations or otherwise in our legitimate interests and those of our commercial partners.

- **Legal purposes:** to comply with any financial, regulatory, tax and other legal obligations and to respond to governmental or regulatory requests or for litigation purposes.
- **Other purposes:** subject to applicable Data Protection Laws, we may use your personal information for additional purposes in connection with our website or organisation, where you have provided your prior consent.

#### Email subscriptions

If you are subscribed to NAWO's newsletter, NAWO will use your email address to send the newsletter and may personalise it from time to time. We work with third party partners to send the newsletter to perform these services (please read "How do we work with Third Parties in processing your personal information" for further information on this). You may unsubscribe at any time by clicking the "unsubscribe" link at the bottom of every email.

#### Your data privacy rights

If you are a European Resident, you have certain rights under the applicable Data Protection Laws. You have the right to ensure your personal information is accurate. You have the right to request that we delete your personal information. In this event, we may still need to retain your personal information as permitted under the applicable Data Protection laws. You also have the right to request that we restrict the processing of your personal information. This may compromise our ability to provide you with our services. You have the right to transfer your personal information to another service provider subject to applicable Data Protection Laws. We will, following your written request to us, provide you with your relevant personal information in a machine-readable format (i.e. in a format that can be transmitted electronically) to transfer to another service provider.

We will aim to respond to your request within one calendar month of receipt of the request. Where we were unable to do so within the calendar month, we will notify you of our need to extend this timeline. There are certain exemptions and restrictions of these rights under the applicable Data Protection Laws that enable personal information to be retained, processed or withheld from access and we will inform you if these are applicable.

If you would like to exercise any of these rights, please contact us at [admin@nawo.org.uk](mailto:admin@nawo.org.uk). We will respond to your request consistent with applicable laws. When you email us with a request, we may ask that you provide us with information necessary to confirm your identity.



If you have any concerns regarding how we are handling your personal information, please contact us. We will strive to deal with your concerns promptly. If you do not wish to contact us, you have the right to complain to the supervisory authority in your country of residence.

#### **International Data Transfers**

Currently, we do not transfer your personal information outside of the EEA. In the event that NAWO may transfer your personal information outside of the EEA in the future, for example for business purposes, it may be transferred to recipients located in countries outside of the EEA, which have a less stringent standard of data privacy laws compared to those in the country you reside in. Where this happens, we will do so in compliance with the applicable Data Protection Laws and you acknowledge and where required, consent to such a transfer.

#### **How secure is your personal information**

NAWO stores personal information using reasonable physical, technical and administrative safeguards to secure information against unauthorised use, access, disclosure, destruction or modification. We protect your personal information in a range of ways including secure servers, firewalls and SSL encryption. We follow payment card industry (PCI) security compliance guidelines when processing credit card payments and any personal information transferred between locations will be both encrypted and password protected. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Unfortunately, the transmission of information using the internet is not completely secure. Although we will do our best to protect your personal information sent to us this way, we cannot guarantee the security of information transmitted to our site. Users contacting our website do so at their own discretion and provide personal details at their own risk.

#### **How long do we keep your personal information**

We will only retain your personal information for as long as is reasonably necessary to fulfil the purposes for which we collected it for, including for the purposes of satisfying any legal requirements. To determine the appropriate retention period, we consider the amount, nature and sensitivity of your personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and applicable legal requirements.

#### **How do we work with Third Parties in processing your personal information**

We will not share your information with any other organisation except in the following circumstances:

- We will share your information with our web developer to enable them to host your information or to register you as a user of their website.
- We will give third party providers who supply services to us (for example, as part of hardware or software maintenance) or who process information on our behalf (such as a hosting company) incidental access to your information. Currently we work with G Suite Google who host our emails and Flywheel hosts our website.
- We will always disclose information when we are legally required to do so e.g. audit information to HMRC for gift aid claims and we will disclose information to enforcement authorities as required by law if asked to do so, or to a third party in the context of actual or threatened legal proceedings.



- If we provide an online shopping service, any credit or debit card details you supply will be passed to our payment provider and your card issuer.
- Your information may be used to ensure that NAWO complies with the Fundraising Regulator's Code of Fundraising Practice, which stipulates that we must take steps to assess and manage risks to our work and reputation with regard to certain levels of donation. More details can be found at [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk).

We disclose personal information in the circumstances listed above to third parties that we contract with to assist us in providing the services, provided that any such third parties shall agree in writing to comply with the privacy and security standards in accordance with the Data Protection Laws. We may also share your personal information with other advisors e.g. lawyers, auditors, tax advisers, or other governmental or regulatory authorities where required or requested or with third parties for litigation, investigations or to manage other disputes.

### **Use of Cookies**

We may use 'cookies' to allow us to improve the experience of visitors to our website. Cookies are small text files which are transferred from this Website and stored on your computer's hard drive. They enable a Website to "remember" who you are.

We may use cookies to understand how individuals use our site and make improvements which reflect your needs and interests. Cookies also help us to keep your account safe. By continuing to use our Services, you are agreeing to the use of cookies and similar technologies for the purposes we have described. You can disable cookies at any time in your browser settings if you prefer not to allow us to do this, please note that as a result some parts of the website may become inaccessible or not function correctly. See [www.allaboutcookies.org](http://www.allaboutcookies.org) for further information.

### **Protection of Children**

We do not knowingly collect, use or disclose personal information from a minor under the age of 13, without obtaining prior consent from a parent or guardian. Under applicable Data Protection Laws, children between the age of 13 to 16 (depending on the country) may provide valid consent to process their personal information. Where consent is required under such Data Protection Laws, you have an obligation to provide us evidence of such consent from the child or, as required by the Data Protection Laws, the authorisation of the holder of the parental responsibility of the child. We may refuse to process, or continue to process, the child's personal information until we receive this evidence of consent or authorization.

### **Other Websites**

By using our Website you agree to the collection, use and disclosure of your information under the terms of this policy. Please note that if you follow a link from our Website to another site, this policy will no longer apply. We are not responsible for the information handling practices of third party sites and we encourage you to read the privacy policies appearing on those sites.



## **Changes to our Privacy Policy**

We keep our privacy policy under regular review and we will place any updates on this web page. Should we make any significant changes then we may contact you with the information by email as well. This privacy policy was last updated on **11 April 2019**.

## **Contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by email [admin@nawo.org.uk](mailto:admin@nawo.org.uk) or write to NAWO UN House (Scotland), 44/3 Frederick Street, Edinburgh, EH2 1EX