

NORWICH BUSINESS WOMEN'S NETWORK

Privacy Policy

About this policy

This policy describes how we use your personal data when you use our website (<http://www.nbwn.co.uk/>), register as a member, or attend our events.

We have provided this policy to ensure that you understand what personal data we may collect and hold about you, what we may use it for and how we keep it safe. You have legal rights to access the personal data that we hold about you and to control how we use it which are also explained.

You can read, print and save this whole policy or click on the links below to see specific information about:

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NORWICH BUSINESS WOMEN'S NETWORK

Who we are and how you can contact us

We are Norwich Business Women's Network. We are an unincorporated association run by a committee for the purposes of arranging women's networking events in Norwich and supporting local charities. Details of our current committee can be found here <http://www.nbwn.co.uk/meet-committee/>. We operate our business under the names 'Norwich Business Women's Network' and 'NBWN'.

You can contact us in writing by emailing equiries@nbwn.co.uk

What personal data we collect about you

We collect:

- **personal data that you provide to us.** There are several ways in which you may share your personal data with us. If you register as a member by filling out the form provided on our website, we will ask you to provide your name, the name of the organisation you work for, your job title, a brief description of what your role, business address, email address and contact telephone number. When you book to attend one of our events, we will also ask you to let us know if you have any specific dietary requirements.

If you email NBWN (either directly, or via one of the committee members) we will collect your name, email address and any other details supplied as part of your enquiry.

- **personal data that we receive from third parties.** If your organisation has a corporate membership with NBWN, they may provide us with your name and business email address to register you as a member. If you attend one of our events as a guest, we will ask them to provide us with your name, organisation you work for and description of the business activity, your email address and also any specific dietary requirements you have.
- **personal data about your use of our website.** This is technical information and includes details such as your IP address, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, as well as details of how you navigated to our website and where you went when you left, what pages you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and any phone number used to call our customer service number.

What we use your personal data for

We use your personal data in the following ways:

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- **personal data that you provide to us** is used to:
 - process and respond to any enquiries you make;
 - email you with details of upcoming events;
 - assist us with organising NBWN events;
 - manage and administer the organisation;
 - review and improve our services.
- **personal data that we receive from third parties** is combined with the personal data that you provide to us and used for the purposes described above.
- **personal data about your use of our website** is used to:
 - administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our website to ensure that content is presented in the most effective manner for you and for your computer or mobile device;
 - as part of our efforts to keep our site safe and secure.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our website. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy at <http://www.nbwn.co.uk/cookies-policy>

Consent and other legal grounds for processing your personal data

Whilst we always want you to be aware of how we are using your personal data, this does not necessarily mean that we are required to ask for your consent before we can use it. In the day to day running of our business we may use your personal data without asking for your consent because:

- we are entering into and carrying out our obligations under a contract with you
- we need to use your personal data for our own legitimate purposes (such as the administration and management of our business and the improvement of our services) and our doing so will not interfere with your privacy rights

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- we are subject to legal obligations that require us to use your personal data in certain ways (such as disclosing information to HM Revenue & Customs)

In exceptional circumstances we may wish to use your personal data for a different purpose which does require your consent. In these circumstances we will contact you to explain how we wish to use your data and to ask for your consent. You are not required to give consent just because we ask for it. If you do give consent you can change your mind and withdraw it at a later date.

The most common situation in which we will process your personal data on the grounds of consent is where we wish to send marketing communications to you. Please refer to the section on [How we use your personal data for marketing](#) to read about our marketing practices.

To help you understand the legal grounds we rely on for different types of processing, we have set out an overview of the main processing activities we undertake and the relevant legal grounds below:

Categories of personal data used	Purpose	Legal basis
Name and email address	To process and respond to any enquiries you make	Consent
Name and email address	To email you with details of upcoming events	Consent
Name, contact details, job title, email address, telephone number	To provide a delegate list at list at each of our events.	Legitimate Interest (to facilitate and encourage networking between members). Members are asked during the sign up process to let us know if they would prefer not to be included on the delegate list, and can change their mind at any point by letting a member of the committee know.
Dietary requirements	To ensure that food and drink provided to members is safe for them to consume.	Consent (Explicit consent where this relates to an allergy or other medical

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		condition)
Name, job role, organisation, description of organisation, description of role	To assist with planning future events.	Legitimate interest in planning events which will be of interest to members.

Personal data you are legally obliged to provide

You are not under a legal obligation to provide us with any of your personal data but please note that if you elect not to provide us with your personal data we may be unable to register you as a member or to let you know about our events.

Your rights to know what personal data we hold and to control how we use it

You have a legal right to know what personal data we hold about you - this is called the right of subject access. You can exercise this right (or any of the other rights described below) by sending us a written request at any time. Please mark your letter **“Data Subject Request”** and send it to us by email using the details in the [Who we are and how you can contact us](#) section.

You also have rights to:

- prevent your personal data being used for marketing purposes (see [How we use your personal data for marketing](#) for further details)
- have inaccurate personal data corrected, blocked or erased
- object to decisions being made about you by automated means or to your personal data being used for profiling purposes
- restrict our use of your personal data
- require that we delete your personal data (the “right to be forgotten”)
- require that we provide you, or anyone that you nominate, with a copy of personal data you have given us in a structured electronic form such as a CSV file

You can find full details of your personal data rights on the Information Commissioner's Office website at www.ico.org.uk.

Automated decision making and profiling

We do not make use of automated decision making or profiling.

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When we will share your personal data with others

When you attend our events, we will include your name and business contact details on the delegate list which is provided to all attendees (unless you ask us not to).

We may also share your personal information with third parties on a one-off basis, for example, if:

- we sell or buy any business or assets (including our own), in which case we will disclose your personal data to the prospective seller or buyer of such business or assets
- we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any agreement or to protect the rights, property, or safety of our members, ourselves or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction

How we keep your personal data safe

We take every care to ensure that your personal data is kept secure. The security measures we take include:

- only storing your personal data on our secure servers
- limiting access to personal data on a 'need to know' basis.
- ensuring that all members of the Committee are aware of the requirements under data protection law.
- keeping paper records to a minimum and ensuring that those we do have are stored in locked filing cabinets.
- maintaining up to date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems

Unfortunately, sending information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of personal data sent to our website; you send us personal data at your own risk. Once we have received your personal data, we will use strict procedures and security features (some of which are described above) to try to prevent unauthorised access.

How we use your personal data for marketing

We will add your details to our marketing database if:

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- you make an enquiry about our services
- you have told a third party that you would like them to pass us your contact details so that we can send you updates about our services
- you have registered an account on our website and have indicated during the sign up process that you are happy to receive marketing communications

We may send you marketing communications by email.

We never share your personal data with third parties for marketing purposes.

When we will send your personal data to other countries

Where we use IT systems or software that is provided by non-UK companies, your personal data may be stored on the servers of these non-UK companies outside the EEA. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

How long we keep your personal data

We only keep your personal data for as long as we actually need it. In practice this means that:

- If you are a member, we will keep your personal data (to include all details provided when you initially registered as a member, subject to any updates or amendments you have made to that information. For example, if your email address has changed, we will delete the address you registered with and replace it with your new one) for the period of your membership plus a period of 1 year.
- If you have attended one of our events as a guest, we will retain the details provided on the event registration form for a period of 1 year.
- If you have contacted us with a general enquiry, we will retain your contact details and a record of the correspondence for 1 year.

If you have any questions about our data retention practices please contact us using the details in the [Who we are and how you can contact us](#) section.

How you can make a complaint

If you are unhappy with the way we have used your personal data please contact us to discuss this using the contact details set out in the [Who we are and how you can contact us](#) section above.

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You are also entitled to make a complaint to the Information Commissioner's Office which you can do by visiting www.ico.org.uk. Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.

How we keep this policy up to date

We will review and update this policy from time to time. This may be to reflect a change in the goods or services we offer or to our internal procedures or it may be to reflect a change in the law.

The easiest way to check for updates is by looking for the latest version of this policy on our website (<http://www.nbwn.co.uk/>) or you can contact us at enquiries@nbwn.co.uk to ask us to send you the latest version of our policy.

Each time we update our policy we will update the policy version number shown at the end of the policy and the date on which that version of the policy came into force.

This is policy version 1 which came into effect on 2019