

# YORKSHIRE SOUND WOMEN NETWORK C.I.C.

## Privacy Policy

This policy aims to explain fully and clearly what data we collect from you, what happens to that data, and what your rights are in relation to your data. If you have any queries, don't hesitate to get in touch with us at: [info@yorkshiresoundwomen.com](mailto:info@yorkshiresoundwomen.com).

**At Yorkshire Sound Women Network, we respect your right to privacy online and understand that you want to keep control of your personal information. We are committed to protecting any information you share with us.**

We will never sell, distribute or intentionally make your personal information public and have implemented appropriate technical and organisational security measures to protect the data you share with us from loss and preserve its security and confidentiality.

We believe in being transparent about what data we are collecting and how it will be handled. The information below sets out our privacy policy in detail. In each case we'll explain why a particular piece of data is being processed. We are also committed to providing relevant information and control at the point of collection so that you can make informed decisions about what personal data you choose to share with us.

This policy may be updated from time to time so please check back occasionally to make sure you're happy with any changes.

By using our website or services you're agreeing to be bound by this policy.

## Who Are We?

Yorkshire Sound Women Network C.I.C. (hereafter YSWN) was set up to bring like-minded women together to share knowledge and skills in music and sound technology, sonic arts, production and audio electronics.

YSWN provides, through its network, strong, skilled and professional female role models who actively encourage women and girls to participate and develop skills in sound and music digital technology. The organisation encourages and enables both the artistic and technical development of women and girls by providing all female environments, access to resources and skills sharing, and opportunities for collaboration. Operational since 2015, YSWN became a community interest company (C.I.C.) limited by guarantee in 2018.

Our registered address is: Yorkshire Sound Women Network C.I.C., 3M BIC, Firth Street, Huddersfield, HD1 3BD. Company number: 11360765

## Why we hold and process personal data

We hold and process personal data for a number of reasons:

- To keep a record of our members, their engagement in YSWN events and activities, donations and actions taken by our wider supporters
- To send members marketing information about our projects, events, fundraising activities and member-related news
- To fulfil contractual obligations entered into with supporters and funders
- To meet wider legal obligations such as those of our grant funders
- To support individuals to form networks, run events and projects, and collaborate
- To record our campaigning actions and those of our supporters
- To meet our community interest company reporting duties

We collect and use a number of different types of data, some of which is personally identifiable and some of which isn't. We collect data to analyse and report on our projects and events to our funders, to help us communicate with subscribers and participants about opportunities and projects. You can read details of these below

### **Our legal basis for processing**

We collect and process information about you only where we have a legal basis for doing so. We will only collect and use your information where:

- It is necessary for us to provide you with a service
- It satisfies a legitimate interest which is not overridden by your data protection interests, such as for research and development
- You have given us consent to do so for a specific purpose
- We need to process your data to comply with a legal obligation

In cases where you have consented to our use of your personal information for a specific purpose you have the right to change your mind at any time. Where we are using your information because we have a legitimate interest to do so, you have the right to object to that use.

### **Website & Cookies**

YSWN uses a Wordpress website. The Wordpress privacy policy can be found at: <https://en-gb.wordpress.org/about/privacy/>. For the Wordpress Cookie Policy see: <https://wordpress.org/about/privacy/cookies/>

### **Contact Data for Mailing List**

When you sign up to the YSWN online mailing list we ask you to enter personal data in the form of your name, email address and any preferences around what you'll receive. Your email address is collected so we can send you updates about our work. Any information we share with funders is not connected to personally identifiable information and is made up of aggregated data. We ask for your consent when joining our mailing list and this forms the lawful basis for us holding the data.

### **General Data Hosting**

In order to store data and maintain our services we share your information (which we do so by uploading it to our database (Insightly Customer Relationship Management (CRM) system), including personal information and participation data, with third party service providers who perform various functions to enable us to provide our services and help us operate our business, such as contact management, sending email communications or performing analytics. Information is secured and encrypted on these sites.

All our third-party data processors have been carefully chosen as service suppliers who also practice responsible data handling. We believe that each has in place appropriate protections to ensure the security of the data we store or process with them and have clear policies for how they treat that data. But if in doubt you should review their individual Privacy Policies via the links below.

### **Transfers outside of the European Economic Area**

Under certain circumstances we will transfer your information outside of the European Economic Area. We will only do this with your informed consent, when it is necessary to perform a contract we have with you or where the receiving organisation has adequate safeguards in place – for example certification under the EU-US Privacy Shield framework.

### ***Insightly***

YSWN stores and processes personal data using the online CRM platform Insightly. The system allows YSWN to store personal information about individuals in one place. Types of data held by Insightly on behalf of YSWN will include names, job titles, e-mail addresses, telephone numbers, business postal addresses. Insightly's privacy policy can be found at: <https://www.insightly.com/privacy-policy/>

### ***Mailchimp***

YSWN stores and processes personal data using Mailchimp in order to distribute e-bulletins, and event invitations. Mailchimp acts as the data processor, and only authorised Mailchimp employees have access to YSWN's distribution lists. Usually, individuals sign up to YSWN's Mailchimp lists, at which point they give their consent for Mailchimp and YSWN to process their data for the purposes described at the time. Individuals are given the opportunity with every communication they receive via Mailchimp to view and update the data held about them, and to unsubscribe from the list. Mailchimp's privacy policy can be found at: <https://mailchimp.com/legal/privacy/>

### ***Eventbrite***

YSWN stores and processes personal data using Eventbrite in order to take bookings and payment (where applicable) for YSWN events. Eventbrite, as the data processor, will process personal data to help administer the event on behalf of YSWN (for example, sending confirmation, promotional and feedback emails, processing payments, etc.) and to help YSWN target, and understand the success of, their event and event planning (for example, providing event reports, using analytics to gain insights into the effectiveness of various sales channels, etc). Eventbrite's privacy policy can be found at: <https://www.eventbrite.com/privacypolicy/>

### ***Survey Monkey***

YSWN stores and processes personal data using Survey Monkey in order to undertake consultation and invite feedback relating to YSWN activities and events. Survey Monkey, as the data processor, will process personal data to help administer questionnaires on behalf of YSWN. Survey Monkey's privacy policy can be found at: <https://www.surveymonkey.com/mp/legal/privacy-policy/>

### ***Funders & Participant Data***

YSWN shares information with its funders, including Arts Council England and trusts/foundations, for monitoring and evaluation purposes.

YSWN collects data from participants when they join or enrol, which may include personal data: name, email, address, postcode, phone number, date of birth, gender, ethnicity, and if required by the funder, may include information about barriers to learning, information about disabilities, emergency contact information, medical information, attendance information, information about progress and achievements. Where personal information about an individual is shared with funders, such as their name, age, and other demographic information, consent shall be obtained from the individual or the person responsible for that individual prior to the information being shared.

This data is held securely and can only be accessed by members of the YSWN team for whom it is relevant and necessary for them to do their job.

We will only ask for information that is required:

- for reporting purposes by the funder or funders of the project, and our reports don't include any personally identifiable information.

- for YSWN to meet our duty of care and deliver our projects safely and to the highest standard.
- to notify participants of other useful opportunities via email communication

By signing up as participants, participants agree to be contacted about opportunities and your contact information will be added to our mailing list. This enables YSWN to inform them of changes or information about the project and future projects that may be of interest to them. Participants can unsubscribe from emails anytime by clicking the Unsubscribe button at the bottom of emails.

### **Social Media**

For the purposes of evaluation and marketing, YSWN may document its work by taking photographs or videos of participants engaging in YSWN activities. These are sometimes shared with social media platforms including Facebook, Instagram, Twitter and YouTube. When working with children and vulnerable adults, permission will always be obtained in writing from those responsible for the participants before any photographs or videos are taken, including consent to share content on social media platforms. Where permission is refused for a particular child to be photographed, care is taken to ensure that that child is not photographed.

### **Photos and film footage**

Photos and film are classed as personal information. We will from time to time photograph projects, including performances, events and workshop activity to use as evidence to report to our funders, and in our marketing. Participants (and their parents/carers of children and young people participants) signing up to YSWN activities will be asked to indicate consent to have their photo taken and be included in film footage. We will always notify participants that a photographer or film maker will be at a session or event, and by bringing to our attention that you do not want to be photographed or filmed when this happens, we can ensure the photographer is aware of this at the time. Where permission is refused for a particular child to be photographed, care is taken to ensure that that child is not photographed.

We may also from time to time photograph and film events. If this is the case, clear signage will be displayed to notify audience members that this is happening. Any audience members not wishing to be filmed or photographed must bring this to the attention of a member of staff, the photographer or the filmmaker so that measures can be taken to enable this.

### **Take Down Policy**

If you see a photo or a film that has been placed in the public domain by YSWN in which you appear where you have requested not to be included, you can inform us in writing to [info@yorkshiresoundwomen.com](mailto:info@yorkshiresoundwomen.com) with details of the photo or film and we will remove it immediately or take measures to edit accordingly where possible.

### **When contacting us via email**

If you contact YSWN via email – to any of our staff or other email addresses such as [info@yorkshiresoundwomen.com](mailto:info@yorkshiresoundwomen.com), you will not be added to our mailing list. Your email will be used by those email accounts only for correspondence relating to your enquiry or business issues relevant to you resulting from your email.

### **Google Analytics**

We use Google Analytics to inform us about our digital audience demographics, including: the age and gender of our users, along with the interests they express through their online travel and purchasing activities. We will use the data provided by Google Analytics to develop our website and content around our users' interests. The data is provided in aggregate and is not personally identifiable to us. You can opt-out of Google Analytics using

their add-on to disable tracking by Google Analytics and you can see Google's privacy policy [here](#).

### **Unsubscribing**

Under the GDPR you have the right to withdraw your consent to us holding your personal data. Should you choose to do this we are obliged to act on your request as soon as possible and at least within one month. Every email we send you will have an unsubscribe option at the bottom and additionally you can send us an email at any time to [info@yorkshiresoundwomen.com](mailto:info@yorkshiresoundwomen.com)

### **Your rights**

Under the General Data Protection Regulation (GDPR) anyone whose personal data is stored by YSWN has a set of rights relating to it. Those rights are as follows:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

You may exercise your right to be forgotten by requesting that YSWN remove all personal data relating to yourself from YSWN's databases and data storage. In the case that an individual requests this, YSWN will take all reasonable steps to remove or anonymise the data held about the individual. If you would like to exercise one or more of the rights in relation to the data we hold about you please let us know in writing via [info@yorkshiresoundwomen.com](mailto:info@yorkshiresoundwomen.com) and we will be happy to help. For information on what these rights mean please visit the Information Commissioner's Office website [here](#).

### **Personal Data Breaches**

A breach is considered any loss, alteration, unauthorised disclosure of, or access to, personal data. We are committed to disclosing any personal data breaches that might adversely affect your rights and freedoms without undue delay so that you can take appropriate action. Any notifiable breaches will also be reported to the UK's Information Commissioner's Office within 72 hrs. This includes breaches affecting the third party services identified in this privacy policy, where personal data is being held on our behalf.

### **Complaints regarding personal data**

If you think we are handling your data incorrectly you should approach us in the first instance and we will do everything possible to rectify the situation. If you are not happy with our response you have a right to contact the supervisory authority, in this case the Information Commissioner's Office. You can lodge a complaint through their website [here](#) and in turn, they will deal with it.