

Privacy Policy

Company Name:	Women's Engineering Society ('the Company')
Company Contact details:	www.wes.org.uk +44 (0)1438 765506
Document: PN	Privacy Notice (when personal data is obtained directly from the data subject)
Topic:	Data protection
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At WES we are committed to keeping your personal data safe and secure, and handling it in accordance with our legal obligations. This Privacy Notice sets out the purposes for which we process your personal data, who we share it with, what rights you have in relation to that data and everything else we think it's important for you to know.

WES (the Company) is a membership organisation which provides membership services to its individual members and clients. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as your employer. The Company must have a legal basis for processing your personal data. For the purposes of providing you with membership services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your personal data and will process your personal data for the purposes of providing you with membership services. This includes for example, contacting you about WES networking opportunities, assessing your suitability for those opportunities, updating our databases accordingly.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards. The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

b. Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping your records up to date;
- Contacting you to seek your consent where we need it;
- Providing services to you, including sending your information to networking groups where you have demonstrated an interest in doing a particular role;
- Contacting you with information about similar products or services you have used from us recently.

c. Recipient/s of data

Your personal data may be disclosed and transferred to third parties in the UK, to help us deliver our service to you and to enable WES to meet any legal or other legitimate obligations.

Your personal data may also be disclosed and transferred to third parties outside of the UK and European Economic Area (the “EEA”), to help us deliver services to you and to enable WES to meet any legal or other legitimate obligations in that country.

- The Company may process your personal data with the following categories of recipients:
- IT and CRM providers contracted by WES
- Government, law enforcement agencies and other regulators
- Any of WES group companies or companies Trading As WES; and
- Any other organisations you ask us to share your data with.

d. Statutory/contractual requirement

- Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract.

2. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

Where the Company has obtained your consent to process your personal data we will do so in line with our retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and

- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting your local WES office which can be found at www.WES.org or calling +44 (0) 1438 765506.

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

5. Complaints or queries

We are committed to keeping your personal data safe and secure, and handling it in accordance with our legal obligations. However, if you wish to complain about this privacy notice or any of the procedures set out in it please contact: Roz Hamilton on +44 (0) 1438 765506 or operations@wes.org.uk and we will do our very best to resolve any issues.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.