

WiBA Privacy Notice

Introduction

The Women in Business Association (WiBA) is committed to ensuring that your privacy is protected. This privacy notice sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it. By proceeding to use our services and attend our events you are accepting and consenting to the practices described in this notice. For the purpose of relevant data protection law, the data controller is Women in Business Association. Women in Business Association is an independent not-for-profit membership organisation and we are not affiliated with any other organisations or networks.

The Chair of WiBA's Committee will deal with all your requests and enquiries concerning WiBA's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and relevant data protection law.

Processing of Personal Data

We will collect and process information about you that you give us by filling in forms on our site www.wiba.co.uk (our site) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide if you register to use our site, subscribe to our service, book onto or attend our events and if you report a problem with our site. The information you give us may include your name, address, employer/business name, job title, e-mail address, phone number and whether you are a member of WiBA or not.

We use information held about you in the following ways:

- to contact you in the future (including via email) to invite you to WiBA events and WiBA sponsored events;
- to provide you with information about becoming a WiBA member and registering you as a WiBA member);
- to include your name and employer/business name on our event attendee lists which are circulated to attendees at our events;
- to review attendance at events by members and non-members;
- to provide you with information about us and topics that we feel may be of interest to you;
- for internal record keeping;
- to notify you about changes to WiBA and our services; and
- to help us organise relevant events for our members and guests.

Contact will be from the WiBA administrator or member/s of the WiBA Committee.

From time to time, we may also use your information to contact you by email or telephone for market research purposes to help us to improve our offer, for example by asking you to complete a survey about our events. If you do not want us to use your information in this way, please contact us at enquiries@wiba.co.uk.

We will only share your personal information with the WiBA administrator, members of the WiBA Committee and Eventbrite for the purposes set out in this policy. We will never share your information to other third parties without your consent.

Security

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted to our site; any transmission is at your own risk. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect online, for example personal information can only be accessed by members of the WiBA Committee and the WiBA Administrator.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Accuracy

If you believe that any information we are holding on you is incorrect or incomplete, please contact us at enquiries@wiba.co.uk. We will promptly correct any information found to be incorrect.

Removal of Data

When members choose not to renew their membership of WiBA, we will keep their member records for 2 years from the date of non-renewal.

You can exercise your “right to be forgotten” at any time and can request we erase your personal data. Once we receive your request, we will erase the personal data without delay, unless an exception applies that permits or requires us to continue processing your data for legal reasons.

Photography

From time to time we use photographs taken at our events on our website and social media channels to illustrate what we do. If you attend an event and do not want to be included in a small group or individual photograph, please advise the photographer at that time.

Names are not identified in photo captions unless with the express consent of the individual concerned at that time.

Your Rights

You have the right to ask us not to process your personal information for marketing purposes. We will usually inform you (before collecting your information) if we intend to use your information for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at enquiries@wiba.co.uk.

You may request details of personal information which we hold about you under relevant data protection law. Your right of access can be exercised in accordance with the relevant legislation by contacting WiBA’s Chair on enquiries@wiba.co.uk.

Links to other websites

Our site may contain links to other third party websites of interest. Once you have used these links to leave our site, we do not have any control over the third party website. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such third party websites and such third party websites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the third party website in question.

Eventbrite

We use Eventbrite to take event bookings and process event payments. Through Eventbrite we have access to your booking information, including name, email address, organisation and job title. We do not have access to your payment information processed via Eventbrite. We may use Eventbrite to contact you regarding the event you have booked onto.

For Eventbrite's privacy statement please visit:

www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB

Consent

If you do not wish us to contact you (including via email) or you wish to be removed from our database, please let us know by contacting us at enquiries@wiba.co.uk.

General

Any changes we make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy notice. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to enquiries@wiba.co.uk.

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