



PRIVACY POLICY

What's this fuss about?

We are We Don't Settle Ltd.

New rules have come into force (good ones) that mean we all get better rights with our data - how it's collected, what's done with it and how we can have more control over it. We collect data on our community, which includes participants, staff and potential candidates for jobs so we've put this policy together to explain how it all works. We hope it helps.

Company Name	Contact deets
We Don't Settle	info@wedontsettle.com

Why do you collect data?

We use data to make We Don't Settle better for you and the people we serve. This includes doing things like:

- Recommending things we think you'll like including projects, opportunities and events.
- Notifying you about things you've told us you like, including cool events and opportunities.
- General reporting to the people who help us to run these brilliant projects, such as our funders and partners.

We also use it for business and legal purposes, like:

- Dealing with any requests you make
- Getting in touch if we need to tell you about something, like a change to our policies or issues with a service
- Recruiting fantastic talent into the team

What data have you got on me?

When you sign up to be a part of our community we may collect the following bits of data:



- 1.1 [name;]
- 1.2 [date of birth;]
- 1.3 [gender;]
- 1.4 [contact information such as email addresses and telephone numbers;]
- 1.5 [demographic information such as post code, preferences and interests;]
- 1.6 [IP address (automatically collected);]
- 1.7 [web browser type and version (automatically collected);]
- 1.8 [operating system (automatically collected);]
- 1.9 CV data - e.g. career history - if you have shared this with us voluntarily

If you have been involved with a We Don't Settle programme, or part of research conducted by We Don't Settle, such as focus groups, then we may also hold other data about you that you have given relevant consent for.

We will use data we hold on you as part of We Don't Settle internal monitoring and insight, and to report on our impact online, and to funders and clients. This will always be anonymised; so for example, we might say how many people we've engaged with, and where they were from, but would only include names and photos if you have given your consent for us to do so.

Can I delete it or change it?

Of course. It's your right. Please email info@wedontsettle.com to:

- a. Request to view the data we have on you
- b. Request that we delete the data we have on you

Once we have verified it's really you we will undertake your request within 30 working days.

There are some instances where we might not be able to do this, for example, if your data was part of a published report, or if your data was anonymised as part of a survey or piece of research, but we will tell you this clearly when we are collecting the data.



When do we delete our data?

What's the point in keeping data we don't use? None. We won't keep your data longer than is necessary, unless you have provided us with your consent to get in touch with you.

Personal Data will be processed and stored for as long as required by the purpose they have been collected for, such as participation in one of our projects.

We may retain Personal Data for a longer period whenever you have given consent to such processing, as long as such consent is not withdrawn. Furthermore, we may be obliged to retain Personal Data for a longer period whenever required to do so for the performance of a legal obligation or upon order of an authority (e.g. you have submitted a complaint that needs to be investigated).

If you request that we delete your data, we will do so in 30 working days. You will hear from us within 5 working days of filing your request, just to let you know we have started. After this we will keep your deletion request for a further year, before we delete that too.

Once personal data has been deleted in line with the guidance above, your right of access, the right to erasure, the right to rectification and the right to data portability cannot be enforced. How is your data stored?

We store your data in one way: on the We Don't Settle Google drive. Google Drive is rigorously encrypted to prevent any of your data from escaping into the world wide web. You can have a read about Google's data encryption policy [here](#).

You may also interact with the We Don't Settle community via [Eventbrite](#). When you do this, your data is stored with them, but we look after it.

This will only be accessed by We Don't Settle staff.

In the unlikely event of a data breach - we will contact you directly.

How long is data stored for?

We store your data for the duration of the project / programme you were involved in has ended unless you consent to be contacted again.

We keep HR & vacancy recruitment data for 12 months.



What about photos?

You will be notified when photos or videos are being taken at events and we will ask your consent to use these images in social media, reports or in other ways. We will store this data in the same way as indicated in the rest of the document.

Do you share it with other people?

We use your data to improve your experience. Our service means that we keep your data unless you ask us or give us your permission to share it, for example:

- you ask us to or give us your permission
- if you agree to marketing emails and personalisation, to show you relevant messaging on your social media platforms, to let you know about things we do that we think you will enjoy

In exceptional circumstances, we may share your information without your permission if we reasonably believe you might be breaking the law, for example on hate speech, and such disclosure is allowed under the relevant laws, including data protection law.

When working with clients and partners on projects, we may share relevant data with them too. This won't be used for marketing purposes, but to improve the project which we are working on with you.

If we sell or transfer bits of our business, we may transfer your data also but we will always tell you in writing in advance.

We will not sell your data onto third parties or share it unlawfully. That's just not cool.

When will you contact me?

We might contact you:

- in relation to any service, activity or online content you have signed up for
- in relation to any correspondence we receive from you or any comment or complaint you make about us
- in relation to any personalised services you are using
- in relation to any contribution you have submitted to us including writing blogs and submitting applications
- to invite you to participate in surveys about our work or things we think you might care about



- to update you on any big changes to our policies and procedures
- for marketing and update purposes
- if there has been a breach to our security and we need to let you know
- to discuss a career opportunity with We Don't Settle or invite you to an interview

What if I am under 16?

You need to be 16+ and give us permission to contact you. If you are under 16 years, you should get your parent/legal guardian to contact us directly at info@wedontsettle.com

Where do you collect data?

We collect data mostly at our events, projects and online through our website. You can see the privacy policies of the tools we use to get a better understanding of them.

Eventbrite	Signing up for projects & events
Wordpress	Website
Google Drive (google forms & drive)	Our general processing of evaluation
Typeform	For some surveys and research
Get response	Newsletter & opportunities via email

This policy was last reviewed in May 2022 by the Board of Directors.