

WCVA privacy notice: Catalyst Cymru: Broadening Horizons project

INTRODUCTION

We treat privacy and confidentiality very seriously. We have developed this privacy notice to be as clear as possible about the personal information we collect and use. We comply with all aspects of the UK's data protection law, which includes the European General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Please ensure you read this notice carefully and contact us if you have any questions or concerns about our privacy practices.

WHO ARE WE?

We are Wales Council for Voluntary Action (WCVA), a Registered Charity (number 218093) and Company Limited by Guarantee (number 425299). WCVA is registered as a Data Controller with the Information Commissioner's Office (ICO), registration number Z6141301.

At WCVA we have a Data Protection Officer who oversees our processing activities: that person is Emma Waldron, who can be contacted by email at dpo@wcva.org.uk or by phone on 0300 111 0124.

WHO IS THE DATA CONTROLLER?

A Data Controller determines the purposes and means of processing data. The project is funded by the National Lottery Heritage Fund, but they do not require personal information within the reports we are obliged to provide. WCVA is the Data Controller.

THE PURPOSES FOR PROCESSING YOUR DATA

We collect contact details about you in order to communicate with you about your application and ongoing participation in the project. This may be done in general correspondence via email.

We will use your information for administration, audit and monitoring of the funds and will only disclose your information to our funders or delivery partners for the purposes of research, verification or to provide support with the application process.

HOW WE COLLECT YOUR PERSONAL INFORMATION

For coaches: When you apply to become a coach on the project, we will collect personal information about you as part of the application process.

For organisations: When your organisation applies for support from the Catalyst Cymru project, we will collect information about your organisation and key contacts.

WHAT CATEGORIES OF PERSONAL DATA WILL WE COLLECT AND USE?

For coaches	For organisations
<ul style="list-style-type: none"> Your name Your contact details (including address, telephone number, e-mail address) Your previous experience in relation to the consultancy work Your Welsh Language abilities Any other personal information you provide to us. 	<ul style="list-style-type: none"> The names of relevant individuals The contact details (including telephone number, e-mail address) of any relevant individuals Your role within your organisation and/or funded project Any other personal information you provide to us.

Personal data will also be collected for people attended training delivered by the Catalyst Cymru programme.

To see WCVA’s relevant privacy notices please see [here](#) in relation to our CRM, and [here](#) for our training booking system.

THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

The legal basis for processing your personal data is ‘processing is necessary for the purposes of the legitimate interest pursued by the controller’, Article 6(1)(f) of the GDPR. The legitimate interests are those of WCVA to assess your eligibility for support from the Catalyst Cymru project and to communicate with you for the administration of that support, if you are successful.

WHO ELSE WILL RECEIVE YOUR DATA?

For Coaches: Our external evaluators, Advisory Group* and Participant Organisation/s that you have been assigned

For Participant Organisations: Approved Coach/es, Advisory Group* and our external evaluators

*Advisory Group members include representatives from National Lottery Heritage Fund, County Voluntary Councils, Wales Coop Centre, Disability Wales, Pride Cymru and Ethnic Minorities and Youth Support Team (EYST)

WILL YOUR DATA BE TRANSFERRED TO A RECIPIENT OUTSIDE THE EUROPEAN ECONOMIC AREA?

No, WCVA will not transfer your data to a recipient outside the European Economic Area.

HOW LONG WILL WE KEEP YOUR DATA?

Your data will be kept for the life of the Catalyst Cymru project (currently two years), plus an additional six months.

We are strongly committed to information security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us including the use of encryption and pseudonymisation.

WHAT RIGHTS DO YOU HAVE?

You have a number of rights in relation to your personal data that we have. Not all the rights apply in all circumstances. If you wish to exercise any of the rights, please contact us in the ways detailed in the 'Who are we?' section:

- You have a right of access to the personal information we hold about you
- You have the right to ask us to correct any information we hold about you that you think is wrong or incomplete.
- You have the right to object to any processing of your personal information where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop. There may, however, be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it.

You can ask us to restrict the use of your personal information while we are considering your request.

- You have the right to object if we process your personal data for the purposes of direct marketing. If you no longer want to receive communications from us, please contact us. We will stop sending you communications but will continue to keep a record of you and your request not to hear from us. If we deleted all of your information from our direct marketing databases, we would have no record of the fact that you have asked us not to communicate with you and it is possible that you may start receiving communications from us at some point in the future, if we obtain your details from a different source.
- You have the right to ask us to delete your information. This is also known as the right to be forgotten or to erasure. We will not always agree to do this in every case, as there may be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it. You can ask us to restrict the use of your personal information while we are considering your request.
- Where our processing of your personal information is based on your consent, you have the right to withdraw it at any time. Please contact us if you want to do so.
- You may have a right to obtain the personal information that you have given us in a format that be easily re-used and to ask us to pass this personal information on in the same format to other organisations. Please contact us to find out if this right applies to you.

WHO SHOULD YOU COMPLAIN TO?

In the first instance, this should be to WCVA's Data Protection Officer as outlined under 'Who are we?', but you do have a right to lodge a complaint with the Data Protection Regulator, the Information Commissioner's Office (ICO) and they can be contacted on 0303 123 1113 or by email: <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

CHANGES TO THIS PRIVACY NOTICE

This privacy notice was last updated on 29 September 2021. We keep this privacy notice under regular review and may change it from time to time by updating this page to reflect changes in the law and/or our privacy practices. We would encourage you to check this privacy notice for any changes on a regular basis.