



**SOUTH WEST WOMEN
IN CONSTRUCTION**

www.swwic.org.uk

PRIVACY NOTICE

Who We Are

South West Women in Construction gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Information That We Collect

South West Women in Construction processes your personal information to meet our legal, statutory and contractual obligations to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any other way than already specified in this notice.

The personal data that we collect may include but is not limited to:

- Name
- Place of work / Company
- Email Address
- Telephone Number
- Mobile Telephone Number (if provided)

We collect information in the following ways:

- Membership Forms
- Online Contact Forms

How We Use Your Personal Data

South West Women in Construction takes your privacy very seriously and will never disclose or share your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with information for relevant networking events, you are free to withdraw such consent at any time.

Purposes and reasons for processing your personal data are detailed below:

- We collect your personal data to enable us to provide a service to our members which includes informing of events being organised by SWWIC or external events being organised by suitable external organisations that we feel members may be interested in attending.

Your Rights

You have the right to access any personal information that **South West Women in Construction** processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, as well as to object to any direct marketing from **South West Women in Construction**.

If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to **South West Women in Construction**, however, as this information is required for us to provide you with a service under legitimate interests, we will not be able to keep you informed of matters of interest within the construction industry.

How Long We Keep Your Data For

South West Women in Construction only ever retains personal information for as long as is necessary and we have a strict review and retention policy in place to meet these obligations.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and withdraw your consent.

Logging A Complaint

South West Women in Construction processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to contact the current chairperson of SWWIC who will deal with your concerns.