

## **EAQUALS PRIVACY NOTICE**

Eaquals will keep any personal information you share with us safe and will only process it in accordance with this policy, and not for any purpose you might not reasonably expect.

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number and credit/debit card details. The personal information we hold allows us to provide services, goods and information, and to better understand and improve how we engage and communicate with members and non-members who are interested in our services. Our aim is not to ask for, or store, any data which we do not need.

### **What information do we collect about you?**

Eaquals collects information about you when you have agreed that we can hold it by joining Eaquals as an Accredited, Associate or Individual member; by using Eaquals Training & Consultancy services; by registering for an Eaquals event; by applying for Eaquals funding, an Eaquals award or an Eaquals scholarship; or by making a proposal to speak at an Eaquals conference or event.

### **How will we use the information about you?**

We will mainly use your personal information to:

- administer your membership
- provide you with updated information from Eaquals relating to our developments
- contact you about an event you have agreed to contribute to, or signed up to participate in
- contact our members from time to time with details of offer or promotions on behalf of 3rd party organisations that are specifically for Eaquals members
- keep a record of your relationship with us
- ensure we know how you prefer to be contacted
- we may also collect and retain your information if you send feedback about our services or make a complaint.

Eaquals will not share or pass on your information to a 3<sup>rd</sup> party.

### **How will we keep your information safe?**

We ensure there are appropriate technical controls in place to protect your information and prevent unauthorised access.



- Eequals aims to keep all IT systems updated with the latest security, to build secure networks to protect online data from cyberattacks and to ensure data is safely backed up.
- Restrict and monitor access to sensitive data. Personal information is available to staff on a 'need to know' basis only.
- Where we use external companies to collect or process information (including personal information) on our behalf, we do comprehensive checks on these companies before we work with them, and put a contract in place that sets out our expectations and requirements; especially regarding how they manage the personal information they have collected or have access to.
- Without your consent, we will only share your details in exceptional circumstances for instance in a medical emergency or where legally required.
  
- Train employees in online privacy and security measures

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address: [info@eaquals.org](mailto:info@eaquals.org)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 10 January 2018.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by email at [info@eaquals.org](mailto:info@eaquals.org)