

# Privacy Policy

At Wight Minds we respect your privacy when we deal with personal information collected by us. This Privacy Policy applies to personal information collected by Wight Minds about individuals who contact us about our services. It explains what personal information we collect and how we use it. If you have any comments or questions about this Privacy Policy, feel free to contact us at [wightminds@gmail.com](mailto:wightminds@gmail.com)

## What personal data do we process?

- It is necessary for us to read and store your name, email address and message so that we can respond to your general enquiries about our organisation, the courses, workshops and webinars we run.
- We will only use your data in order to send you updates and newsletters about our courses, workshops and webinars when you have given your explicit consent
- We will only use your data when you sign up to workshops, courses, webinars or events that we run.
- When we run on-line events via Zoom, your data is taken on the Creative Learning website and handled by Creative Mental Health Ltd (CMH). Their Privacy Statement can be viewed at <https://my.creative-learning.net/pages/privacy>. You will be asked to tick a box to indicate your consent to your data being collected. Zoom live sessions will be recorded on speaker view. This means that you will not be part of the recording as a participant, however if you choose to speak and have your webcam switched on this will capture your image and audio. If you strongly object to being recorded you have the option to communicate through the chat function and this will ensure your privacy. The video is only shared with your fellow course participants and will be within the website where it cannot be downloaded or redistributed. You can view the Zoom Privacy Policy on this link <https://zoom.us/privacy>

## 2. How do we use your data?

- We will only use your data for the purpose for which it was collected. For example, to reply to enquiries you send to us or for signing up to workshops, courses or events.
- We may need to contact you regarding updates on courses or about upcoming events that may be of interest to you. We will only send you these emails when you have specifically agreed to receive them.

## 3. When do we share your data?

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third-party data processors; or
- We are required by law to share your data.

## 4. How long do we keep your data?

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

## **5. What are your rights over your data?**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time. Instructions of how to unsubscribe will be at the bottom of all our emails.
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.

You have the right to complain to the Independent Commissioner's Office (ICO) if you feel there is a problem with the way we are handling your data. <https://ico.org.uk/concerns/handling/>

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