

Privacy Policy

Personal Data Protection Policy

Women in Fusion is committed to user privacy.

The policy on personal data protection by Women in Fusion is based on concerning the rules governing the protection of individuals regarding General Data Protection Regulation [GDPR](#) the processing of personal data by EU institutions and bodies and the free movement of such data.

What is personal data?

Personal data is any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

The processing of certain special categories of data, defined as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is prohibited, subject to certain exceptions.

How are the personal data processed by Women in Fusion?

Women in Fusion ensures that all personal data under its responsibility is:

- processed fairly, lawfully and transparently;
- collected for specified, explicit and legitimate purposes;
- processed in an adequate and relevant way, limited to what is necessary in relation to the purpose of the processing;
- accurate and kept up to date;
- kept for no longer than is necessary for the purposes for which they were collected;
- processed securely and in confidentiality.

Further information on how your personal data are processed by Women in Fusion may be found in the Register of processing records or individual processing operations (see Register) and in the respective sections of the Women in Fusion website.

Our Contact Details

Email: info@womeninfusion.org

What type of information we have

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymised data). We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses
- Gender
- For mentors/mentees data regarding the expertise, life situation to help mentee/mentor matching

Please note, the above list is not exhaustive.

How did we get the information and why do we have it?

The most common reasons that we will hold your information are if you:

- register as a member.
- are a current or previous volunteer.
- you are taking part in the mentoring program.

Again, this is not an exhaustive set of circumstances.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to work with or provide services for you
- Where we need to comply with a legal obligation
- Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests. Example: recommend you for jobs, as conference speaker etc.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest (or for official purposes)

Please see the ‘Your data protection rights’ section for more information on withdrawing your consent. In all these specific cases you will be contacted in advance.

What we do with the information

We may have originally shared your data with third parties, including data processors who process data on our behalf. We make sure that our data processors comply with all relevant requirements under data protection legislation. This is defined in the contractual arrangements. Your data will not be accessible for any third party, only by WiF SC members outside EU or their representatives. If this was the case you can expect a similar degree of protection in respect of your personal information.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we store your information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to personal information is limited to the WiF Steering Committee. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We will only hold onto your personal information for as long as necessary to fulfil the purposes we collected it for. All records are retained and securely destroyed in accordance with our records retention schedule. Details of retention periods for different aspects of your personal information are available upon request.

Your data protection rights

You have a number of rights in relation to your data. These are:

- the right to be informed when data is collected
- the right of access to your data
- the right to rectification of your data – to correct inaccurate or incomplete data
- the right to erasure of your data (except in certain circumstances) – we will delete your data if requested unless there is a legal obligation to process your data
- the right to restrict processing – we can retain as much data as necessary to ensure the restriction is respected in the future
- the right to data portability – where we can, where possible, provide your information in a structured, commonly used, machine readable form when asked
- the right to object to the processing of data – where you can object to the processing of data for direct marketing or research purposes
- rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention

You also have a right to withdraw any consent you may have given us to process your data. Right to complain to the regulator (Article 77 GDPR)

***Spanish authority

How to complain

If you wish to make a complaint to Women in Fusion about the way in which we have processed your personal information please get in touch with us by email: info@womeninfusion.org

The Chair of WiF is acting as controller for processing operations carried out by WiF.

Register of Records:

Personal data provided at registration will be used for statistical purposes. Member can also be contacted by SC members who are seeking help in topics align with the aim of WiF.

Mentoring program. Personal information provided when applying as mentor/mentee will be treated confidentially by the mentoring team: Shelly Sutphen, Kalle Heinola and Kinga Gal. The personal data will be only used to find the best mentor-mentee pairs and will be destroyed 6 months after the mentoring process ended.