

Privacy Notice The Evolve Alliance

for Associates of The Evolve Alliance

Statement Purpose: Information that we hold in relation to The Evolve Alliance is known as personal data and anything we do with this data is known as processing. We gather personal data for a variety of purposes and this can be collected directly from individuals as well as from other people and organisations.

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The Evolve Alliance is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

Data Controller: The Evolve Trust
c/o The Beech Academy, Fairholme Drive, Mansfield, Nottinghamshire,
NG19 6DX

Data Protection Officer: Alex Walker, DPO@evolvetrust.org

What personal data do we use?

Personal data that we will collect, use, store and share (when appropriate) about Evolve Alliance members includes, but is not restricted to:

- Name and contact details, including telephone number and email address
- Photos from conferences

*Photographs – The Evolve Trust will take photograph of delegates at Evolve Alliance conferences and some may be published in the Evolve Alliance journals and on the Evolve Trust website.

What sensitive category personal data do we hold?

- No sensitive personal data is held.

Why do we use this data?

We use this data to:

- Provide communication on forthcoming conferences
- Provide termly Evolve Alliance journals

What is our legal basis for using this data?

All members of the database are business leaders and will therefore be receiving any communications in their business capacity (and to their business email address). Legitimate interests will therefore be the legal basis for processing.

We may disclose your personal data to individual employees as reasonably necessary for the purposes set out in this policy.

How do we collect this information?

This information is provided on a voluntary basis and is gathered from attendance at previous Evolve Alliance conferences. Additionally, data is gathered from previous communication.

Where do we get this information from?

- Previous attendance at conferences
- Email correspondence
- Direct contact with individuals
- Information provided to us

How do we store this data?

We will take reasonable technical and organisation precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure password and firewall protected servers. We keep personal information about delegates on The Evolve Trust's secure network.

Please click on the link below for a copy of the Information and Records Retention Policy which can be found on The Evolve Trust website.

<https://www.evolve-trust.org/key-information/policies/information-and-records-retention/>

We take the security of delegates' data seriously and only people who need to use this data can see it. We have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions.

Who will we share information with?

We do not share information about delegates with any third party without consent.

Individual's rights in relation to information

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

We will only process such personal data which is adequate, relevant and limited to what is necessary for processing.

Personal data will not be kept for longer than is necessary for the purpose.

Individuals can ask to see the information we hold about them. To do this contact:
Dawn Pare (Data Protection Officer) – DPO@evolvetrust.org

If you feel it necessary to do any of the above, you can speak with the Data Protection Officer. The trust does not have to meet all of your requests and we will let you know where we are unable to do so.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our Data Protection Officer.

Alternatively, you can raise any complaints to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Alex Walker (Data Protection Officer), DPO@evolvetrust.org

The Evolve Trust, c/o The Beech Academy, Fairholme Drive, Mansfield, Nottinghamshire, NG19 6DX