



Business, Marketing & Promotion: Privacy Notice How We Take Care of Your Personal Information

Why do we hold your information?

We hold your contact information in our Client Relationship Management System for the following purposes:

- Business to Business Contact
- Sending DMWS promotional reports, eg Impact Report, Project Reports
- Sending general DMWS marketing materials including e-newsletters
- Sending invitations to DMWS events and activities

In addition, for businesses and organisations contacts:

- From time to time we may share your business contact with other DMWS contacts, where appropriate, for the purposes of extending business opportunities and networks, in line with your organisation/business purpose

We will only ask you for information that is appropriate to the purposes stated above, and only for the purposes that you have explicitly consented to.

Where and how do we store it?

Your contact details and information from your business card, provided verbally, or sent to us via email or letter, is stored on our secure Client Relationship Management system, E-Tapestry, which meets the GDPR Regulations.

Your information is managed by our Fundraising and Marketing Manager, and is only made available to those members of DMWS staff who have legitimate reason to make contact with you for the purposes set out above, and within the confines of your consent.

Your information is reviewed after 3 years at which point you will be contacted to either renew or remove your contact details from the system.

What about Consent?

We will only store your personal information with your explicit consent.

Our consent form meets with GDPR, and makes sure that we only use your information and make contact with you in ways that you have clearly agreed to.

You do not have to provide your consent to all aspects within the consent form, you can opt out, and you can withdraw your consent for any part, at any time. Please contact our Fundraising & Marketing Manager at the head office number below, and it will be immediately changed on the system.

How and with who do we share your information?

Your privacy and protection of your information is very important to us.

We will not pass your information to any other organisation without your explicit consent. For our businesses and organisations contacts, we may share your contact details as described above, for the purposes of extending business to business opportunities in line with your organisational purpose.



What are your rights?

You have a number of rights in relation to the personal information that we keep.

- a) **Amendments or Corrections:** We make every effort to keep your information up to date and you should let the Funding & Marketing Manager know of any changes to your information so we can update our records.
- b) **Access:** You can request access to your records at any time, and can request a copy of the information we hold. To access a copy of your information you will need to make contact with our Data Protection Officer (details below) who will let you know the process and what to do next.
- c) **Right to be Forgotten:** You can request that we remove all your personal information from our records. You will need to make contact with our Data Protection Officer who will let you know the process and what to do next.
- d) **Transfer to another Organisation:** You can request that we transfer your personal information to another organisation. You will need to contact the Data Protection Officer who will let you know the process and what to do next.
- e) **Your Right to Complain:** You can raise any concern or complaint about how we keep, use, share, or transfer your data. In the first instance you should contact the Data Protection Officer to let them know what your concern or complaint is. They will let you know the process and what you need to do next, and then investigate thoroughly letting you know the outcome at the completion of the investigation. We would hope that any concerns or complaints that you raise will be dealt with to your satisfaction, however, if you are unhappy or do not agree with the outcome, you can make a complaint to the Information Commissioners Office (ICO) who will look into your complaint on your behalf.

DMWS Data Protection Officer

Commercial Director
The Old Stables
Redenham Park
Andover
Hampshire SP11 9AQ

Telephone: 01264 774 000
Email: dpo@dmws.co.uk
Web: www.dmws.org.uk

Information Commissioner Office

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113
Email: casework@ico.org.uk
Web: www.ico.org.uk