

Women of Colour in Public Services CIC

Last updated: 16/11/2025

Women of Colour in Public Services CIC (“we”, “us”, “our”) is committed to protecting the privacy and personal data of our members, supporters, event participants, and website users. This Privacy Policy explains how we collect, use, store, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Women of Colour in Public Services CIC Companies House Ref: 16419960

We are the Data Controller for the personal information we process.

2. What Information We Collect

We may collect and process the following categories of personal data:

2.1 Information you provide directly

- Name, email address, postal address, phone number
- Job role, professional background, organisation
- Demographic information where voluntarily provided (e.g., ethnicity)
- Payment information (handled securely via email invoices)
- Responses to surveys, feedback forms, or application forms
- Access requirements for events

2.2 Information collected automatically

- IP address, browser type, device information
- Website usage data (via cookies or analytics tools)

2.3 Special Category Data

We may collect special category data (e.g., ethnicity) **only with your explicit consent** and only when necessary for our mission of supporting women of colour in public services.

3. How We Use Your Information

We use personal data for the following purposes:

- To administer membership, services, and community programmes
- To process event registrations and participation
- To send updates, newsletters, and relevant communications
- To manage applications for mentoring, training, or opportunities
- To improve our services, website, and user experience
- To track diversity and representation (using anonymised data where possible)
- To comply with legal or regulatory obligations

We do **not** sell your data to third parties.

4. Lawful Basis for Processing

We process your data under the following lawful bases:

- **Consent** — for newsletters, optional surveys, or collection of special category data
- **Contract** — when you sign up for events, programmes, or services
- **Legitimate interests** — for community management, advocacy, and organisational growth
- **Legal obligation** — where required for financial or regulatory reporting

5. How We Store and Protect Your Data

We take appropriate organisational and technical measures to protect your data, including:

- Secure servers and encrypted storage
- Strict access controls

We retain personal data only for as long as necessary for the purposes described, or as required by law.

6. Sharing Your Information

We may share your data with trusted third parties that help us deliver our services, such as:

- Event management systems
- Email and newsletter platforms

- Payment processing providers
- Data analytics or survey tools

All third parties are required to comply with data protection law and to use your data only for the services they provide to us. We will never sell or rent your data.

7. Cookies and Website Analytics

Our website may use cookies and analytics tools to:

- Provide basic functionality
- Improve user experience
- Understand website traffic and engagement

You can manage or disable cookies through your browser settings.

8. Your Rights

Under the UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, please contact us at: **[Insert contact email]**

9. Children's Privacy

Our services are not intended for individuals under 18. We do not knowingly collect data relating to children.

10. Changes to This Policy

We may update this Privacy Policy occasionally. The updated version will be posted on our website with a revised "Last updated" date.

11. Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact:

Women of Colour in Public Services CIC support@wocip.org.uk
07356248422