

WITS Data Protection August 2018

About WITS

Women in Technology and Science is a voluntary, independent organisation advocating, connecting and acting for women to benefit society as full and vital participants in STEM.

Personal data

<p>Personal data collected from members</p>	<ul style="list-style-type: none"> • First name, last name • Email address • Phone number • County of residence (MailChimp) • Address (from PayPal for receipts only) • Membership status – current year of membership • Year first joined WITS • Photographs and profiles for WITS website • Photographs and videos taken at WITS events
<p>Personal data from non-members</p>	<p>Speakers at WITS events</p> <ul style="list-style-type: none"> • First name, last name • Email address • Phone number • Photograph and profile to advertise events • Photographs and videos taken at WITS events <p>Attendees at WITS events</p> <ul style="list-style-type: none"> • First name, last name • Email address • Phone number • Photographs and videos taken at WITS events
<p>Shared events i.e. WITS shares an event with another organisation</p>	<p>Two options</p> <ul style="list-style-type: none"> • WITS manages the booking and the data as per a WITS event • Another organisation manages the booking data and WITS notes the number of attendees. If consent is explicitly given then WITS may email attendees with information about WITS.
<p>Where is WITS holding the data and who has access to the data?</p> <ul style="list-style-type: none"> • Admin WITS Admin • Google Drive WITS Officers • MailChimp WITS Executive members • Eventbrite WITS Executive members • PayPal WITS Treasurer 	<ul style="list-style-type: none"> • In an encrypted file (membership register) for a membership year on the Admin person's local PC. • Archive file & a current membership file are kept in a WITS Google drive. • WITS groups e.g. Cork local emails with the relevant WITS executive member • MailChimp mailing list WITS account • WITS website – event bookings • Eventbrite WITS events • Paper attendance sheets at events

<ul style="list-style-type: none"> • Social Media WITS Executive members 	<ul style="list-style-type: none"> • Social media <ul style="list-style-type: none"> ○ Twitter followers ○ Facebook likes ○ LinkedIn group members
<p>Why is WITS holding it?</p>	<p>For members</p> <ul style="list-style-type: none"> • To have a current membership list • To have a membership list for the previous two years • To circulate the WITS newsletter using MailChimp • To circulate news of WITS events using MailChimp • To process membership payment using PayPal • To archive membership lists Google Drive • To survey attendees after a WITS event • Photographs and videos taken at WITS events for WITSWORDS newsletter and WITS website <p>For speakers</p> <ul style="list-style-type: none"> • To advertise a WITS event • As a record of the event • Photographs and videos taken at WITS events for WITSWORDS newsletter and WITS website <p>For non-members</p> <ul style="list-style-type: none"> • To have a record of booking for an event • To be able to contact people if event details change • To survey attendees after a WITS event • Photographs and videos taken at WITS events for WITSWORDS newsletter and WITS website
<p>How did WITS obtain it?</p>	<ul style="list-style-type: none"> • From members when they join or renew their membership • From speakers when they agree to speak at a WITS event • From non-members when they book an event via the WITS website or Eventbrite
<p>Why it was originally gathered</p>	<ul style="list-style-type: none"> • From members to join WITS • From speakers to advertise a WITS event at which they are speaking • From non-members to book a place at a WITS event that they wish to attend
<p>How is it processed?</p>	<p>Manually</p> <ul style="list-style-type: none"> • WITS memberships – added to WITS membership spreadsheet and MailChimp • WITS website event bookings – scanned attendance sheets <p>Automatically</p> <ul style="list-style-type: none"> • MailChimp emails • Eventbrite attendance lists • PayPal for paid events

How long will WITS retain it?	<p>Members</p> <ul style="list-style-type: none"> • Membership information five years • Event bookings until the AGM of the current year • Signed paper attendance sheets until the AGM of the current year. • AGM minutes attendance names in perpetuity • Photographs on the WITS website and in WITSWORDS in perpetuity <p>Speakers</p> <ul style="list-style-type: none"> • Event information on WITS website until the event has been held • A summary of the event and photographs on the WITS website and in WITSWORDS in perpetuity <p>Non-members</p> <ul style="list-style-type: none"> • Event bookings until the AGM of the current year • Photographs on the WITS website and in WITSWORDS in perpetuity
How secure is the data, both in terms of encryption and accessibility?	<ul style="list-style-type: none"> • Membership data is stored on an encrypted spreadsheet on a member's computer. • Current and archive membership files are stored in a WITS Google drive (password protected) accessed by the Officers. • WITS mailing list is on MailChimp (password protected) with access by Executive members who issue the newsletter.
Does WITS ever share it with third parties and on what basis might WITS do so?	<p>No</p> <p>On occasion WITS circulates members with third party information that is consistent with WITS mission and values.</p>

Communicating with WITS members and non-members

WITS collects personal data via the membership page on its website and event bookings pages on the WITS website or Eventbrite. It may be collected by email to info@witsireland.com. Personal data is collected via the WITS membership PayPal link on payment of the annual membership fee.

The legal basis that WITS has to process personal data is consent.

To comply with the GDPR WITS has a statement for members:

- about WITS
- our reasons for gathering the data
- the use it will be put to
- who it will be disclosed to a
- the legal basis for processing the data – consent (see GDPR doc p. 8)
- retention periods
- the right of complaint where members are unhappy with our implementation of any of the criteria

- whether the data is subject to automatic decision making
- their individual rights under GDPR i.e. subject access, to have accuracies corrected, to have information erased, to object to direct marketing, to restrict the processing of their information, including automated decision-making and data portability.

In terms of student affiliate membership WITS will need to ask students to confirm that they are over 18 years of age.

There is a shorter brief statement for non-members.

WITS and data protection

Data protection	Who	Timescale
Data Protection Officer	Executive member	Annual appointment
Data subject	WITS members WITS speakers WITS guests	On joining WITS or renewal of membership Event preparation and the event itself Events
Data controller /data processor	WITS Admin	As required
Correction of data	WITS Admin	Within one month
Deletion of data	WITS Admin	Within one month
Notification to the Data Protection Commissioner of a personal data breach	WITS Chair	Within 72 hours

Women in Technology and Science (WITS) GDPR Members Statement May 2018

Women in Technology and Science is a voluntary, independent organisation advocating, connecting and acting for women to benefit society as full and vital participants in STEM.

Women in Technology and Science holds personal information on all of our members, and for past members (up to five years). The term members covers all categories of membership.

Generally, this information is:

Name, Address (for receipts only), Financial data on association activities (e.g. membership fees paid or due), Pictures (usually of members and participants at WITS events), Data relating to term of membership (date joined, current membership status.), Contact information (email addresses, phone numbers for events.)

The personal data is collected via the membership page on the WITS website, emails to WITS and event bookings pages on the WITS website or Eventbrite. Personal data may also be collected via the WITS membership form. This data has been provided voluntarily by members and gives the legal basis that WITS has to process personal data as consent.

WITS maintains this data in electronic formats. Paper attendance sheets are used at events. Event data is held for the current year. Membership data is retained for five years. Any financial data is held for a minimum of 7 years, to comply with financial regulations.

WITS does NOT and WILL NOT share this data with any commercial organization except for the following:

- Data Processors such as MailChimp, PayPal, Eventbrite and Google.
- Media outlets (for Women in STEM stories)
- WITS also, from time to time, publishes data on members' activities with their consent on the WITS website.

WITS is committed to protecting members' data but we are obliged to obtain members permission to use this data, but only in the manner outlined above. Members should note that they must explicitly provide this permission. Without this permission, it is illegal for WITS to use such information in any way.

WITS is a voluntary membership organisation with no paid staff. WITS members who have access to the membership information in the course of their normal duties are informed of its confidentiality. All electronic data is stored in password protected files on local members' computers and in a Google drive only, and paper based data is stored in a secure location accessible to authorised Executive members only.

WITS undertakes to provide any member who requests it, copies of all relevant personal data held, and to delete this data should the member so request, and such data is not needed for WITS operations

WITS appoints a Data Protection Officer annually who is a member of the Executive.

Women in Technology and Science GDPR Non-members Statement:

WITS gets explicit approval from all non-members e.g. speakers and guests at events, to use relevant data (e.g. name and where appropriate biography to be published on our website or local and national media).