



HELOA PRIVACY NOTICE for Partners and Sponsors

Purpose of this Privacy Notice

This privacy notice covers personal data and information for partner and sponsor organisations who work with HELOA. It outlines how HELOA collects, shares and uses personal data from employers and informs you of your rights with regards to the information we hold.

Data Collection and Privacy Notice

HELOA processes personal data as a “Data Controller” on behalf of their members, as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation ((EU) 2016/679) (“the GDPR”).

This notice relates to information about you, which will be collected by HELOA and processed as described below. This notice may be updated at any time. The most up to date version can be found [here](#) on the HELOA webpage.

Your personal data will be processed in compliance with current data protection legislation including the Data Protection Act 2018, and the General Data Protection Regulation (GDPR), which came into force on 25th May 2018.

Why do we collect your data and what do we collect?

Why we collect your data

We collect personal data in order to keep in touch with you and to provide services and information. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background. We may contact you to promote services that may benefit your organisation, such as for networking, events, or marketing opportunities. You can unsubscribe at any time from our emails, by clicking the ‘Unsubscribe’ link at the bottom of the email.

If you are supporting/ sponsoring a training event or conference we may ask for further information so as to support all individual and organisational conference requirements, including transport and access arrangements.

What we collect

HELOA will collect and process the following data:

- Name
- Name of organisation
- Nature of your organisation
- Organisation website
- Job title
- Work address
- Work email address
- Work telephone number

How do we collect your data?

We will receive the data directly from you either through your enquiries to us (e.g. when you contact us to ask for information or a specific service) or via a public information source (contact details on your website)

Your rights

Under the current UK data protection legislation, you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed. This legislation provides you with the right of access to your personal information. Additionally, you have the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances so as to ensure compliance with other legal and statutory obligations, for example where data is processed for research or statistical purposes.

Further data about these rights can be found on the [Information Commissioner's Office website](#).

How we process your data

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation such as VC (Membership & Administration), VC (Partnerships), Partnerships Managers, HELOA Office Manager, Office Assistant, Group Chairs, group committee, and relevant members of UKC such as: finance and conference managers.

HELOA has taken the necessary action to ensure access to data is secure and only available to the appropriate members of the organisation. A full processing activity register is

available on request from the HELOA Office, this document details: what data we store, where it is stored, what it is used for, who has access and the retention period for each. HELOA uses data storage systems that are compliant with current UK data protection legislation.

Retention period

We will retain personal data in order to keep in touch with our partners and sponsors for as long as necessary or unless you withdraw consent or do not renew it when requested during our periodic reviews of mailing lists. We will review our contacts databases and mailings lists every four years.

Changes to the Privacy Notice

We regularly review this policy and will update it if there are changes in how we manage or use your data. This page will always contain the latest version of this policy.