

Rise privacy notice

This notice explains what personal information we collect, who we collect it from, and how it is used and shared.

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Who does this notice apply to?

This notice applies to visitors to our websites, all participants of our programmes, the parents and school staff of Rise-up, attendees and participants of our events and awards, suppliers, partners,

volunteers, employees and contractors.

About us and how to get in touch

Rise Women in Broadcast Ltd. is the controller of the personal information we process unless otherwise stated.

We are a limited liability company registered in England and Wales at Companies House. Our company number is: 11815211

For data protection and privacy we are regulated by the UK's [Information Commissioner's Office](#) where our registration number is ZA613264.

You can contact us regarding your rights and this privacy notice by:

Email: privacy@risewib.com

Post: The Barn, 13 - 17 Margett Street, Cottenham, Cambridge, CB24 8QY

How do we get your personal information?

We do not collect more information than we need to fulfil the listed purposes below and will not keep it longer than necessary.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- you contact us to make an enquiry
- you sign up to receive news from us
- you join one of our groups on social media
- you met one of our team and exchanged contact information
- you join us as a member
- you sign up to attend an event or to receive event invitations from us
- you nominate someone or nominate yourself for awards we run
- you apply to our mentoring programme
- you are recommended for our mentoring programme
- you are a mentor or being mentored on our mentoring programme
- you are the parent or guardian of a child who in our Rise-up programme
- you are a school who we contact through your general contact address
- you are a teacher or school staff member, whose school is participating in the Rise-up programme
- you are someone who has applied as a tutor for the Rise-up programme
- you are a tutor for the Rise-up programme
- you are a speaker at our events
- you volunteer for us
- you are a member of a Rise WIB international chapter
- you apply to work with us
- you work with us as a partner, associate, contractor or employee

- you, or your company, are a supplier to us

We may also receive information about you **indirectly**, in the following scenarios:

- a friend or colleague invites you to an event
- you have an existing relationship with our team
- you join one of our social media pages
- someone nominates you for an award
- your parent or guardian provides consent for your photo to be taken or for you to be in a video
- as a teacher or classroom assistant, your school is part of the Rise-up programme
- someone recommends you to us or includes you in communications with us
- a previous employer or contact may provide us with a reference

We collect some information about you **automatically** in the following ways:

- we use services, such as WordFence, to keep our website secure, who may notify us of your IP address if they identify suspicious activity
- statistics are derived from event and programme information - such as applications, participant and attendee numbers
- statistics are gathered automatically for email newsletters and event invitations - these include how many emails were opened and clicks on links in the emails.

Note: we do not use cookies and similar technologies on our website.

For what purposes do we use your information?

We use the personal information we collect to provide our services and programmes, to improve and optimise what we do, to protect you and Rise Women in Broadcast Ltd. We do not collect more information than we need and will not keep it longer than necessary.

General business and communications

We process your information to:

- make invoices or payments
- provide you with information that you request from us
- send you news and updates
- to invite you to events and manage event attendance
- maintain legally required records, such as for accounting and tax
- prevent fraud
- share documents with you securely
- employ, contract or work with you
- manage you and your work if you are employed or contracted by us
- if you are an employee know who to contact if you are subject to ill-health or an emergency
- to manage partner and sponsor relationships

Mentoring

We process your information to:

- manage applications and the selection process
- Identify, communicate with and organise mentors
- connect mentees with a mentor

- invite everyone on the programme to events and keep you informed of news or any changes

Rise-up schools programme

We process your information to:

- communicate with schools and teachers to organise the workshops
- to manage parental/guardian consent where their child may appear in photographs or video taken during a workshop
- keep in touch with parents to let them know about new opportunities and events after the workshop

Awards

We process your information to:

- invite you to nominate individuals for an awards
- send you news of the awards
- receive, process and assess information about individuals nominated for an award
- have a record of who nominated an individual for an award so that we can inform you if your nomination was shortlisted or successful
- to notify you invite you of an award
- to invite you to our award ceremony
- measure and improve our outreach

Volunteers

We process your information to:

- manage the volunteer application process
- check that all our volunteers have passed the relevant DBS (Disclosure and Barring Service) checks
- manage, organise and allocate volunteers for workshops
- know who to contact if you are subject to ill-health or an emergency during your time volunteering
- reimburse agreed expenses

Children's information

The only purpose for which we process children's information is to manage parental or guardian consent for media taken during a workshop, such as photos and videos. All other data regarding children participating in a workshop is managed by the school where the workshop takes place.

If you wish to withdraw your parental consent please contact privacy@risewib.com with the details of your child's name, school, class and the date of the workshop.

What is the legal basis for using this information?

The lawful bases we rely upon for processing your data are:

Legal obligation - if we are required to process your information to comply with a law or statutory obligation, such as to check if a volunteer has an up to date DBS check.

Contractual obligation - if you ask us to do something before entering into a contract, and for providing products and services under contract.

Legitimate interests - we believe our legitimate interests are in the pursuit of our mission as an organisation supporting women and diversity in the broadcast technology industry. These activities include keeping those who have attended our events, been involved in our mentoring, workshop or awards schemes informed of ongoing and future events, activities and opportunities at and with us, as well as to keep in touch with existing supporters and identify potential supporters.

Consent - if you would like to receive newsletters from us or where used, to manage cookies that are not strictly necessary, or with your consent to contact someone for you in an emergency.

Vital interests - where we have to process data to protect someone's life, if the person isn't able to give their consent.

How do I unsubscribe or withdraw consent?

If you receive an email newsletter or invite from us we provide a way to unsubscribe in every email. Or you can contact privacy@risewib.com with the heading "Unsubscribe".

If you have consented to some of our cookies to be placed on your browser, you may opt-out at any time. See our cookie policy for details.

What are my data protection rights?

For rights requests please contact privacy@risewib.com.

Can I get a copy of the information you've collected about me?

You have the right to ask us to confirm if we are processing your personal data, for copies of your personal information, and supplementary information.

Can I amend information you've collected about me?

We try to keep our records up to date, but if we've got it wrong or your details have changed let us know. You also have the right to ask us to complete information that you think is incomplete.

Can you delete my information?

However, please note that this right only applies in some circumstances. For example, there are some records which contain personal information that we are required to keep for other regulatory reasons, such as for finance and tax. Such records will not be deleted until seven years after the end of the contract with you.

Can you restrict the processing of my information?

This right applies only in some circumstances. When we receive a request for processing to be restricted we are permitted to store the personal data, but we cannot use it. For example, you might request your information to be restricted in order to establish, exercise or defend a legal claim or if you think we've unlawfully processed your data but you do not wish us to delete it.

Can I object to you processing my information?

This right applies to you if we have used your data under the lawful basis of "legitimate interests".

Can I ask you to move, copy or transfer my personal data from us to elsewhere?

This right is often referred to as "data portability". This right applies only to personal information you have provided to us about you.

Do you use any automated decision making or profiling?

We do not.

[*Find out more about your data rights.*](#)

What will happen when I contact you with a data rights request?

We will aim to reply and acknowledge your request as soon as possible and will document that a request has been received.

For security reasons and to prevent others from trying to access your information fraudulently, we may ask you to verify in a secure manner who you are before we can complete a data rights request.

Once we've verified who you are, we will aim to complete the request or respond appropriately as soon as we can. We have up to a calendar month to get back to you.

If we are providing you with a copy of your information we will do so in a manner that keeps it secure and in a commonly used electronic format.

[*Find out more about time limits for responding to data rights requests.*](#)

How long do you keep data for?

We do not store your data longer than necessary. We regularly review our records to remove or anonymise data if it should no longer be retained. The criteria we use for this is:

- do we still carry out the activities for the purposes the data was provided?
- is this information still up to date?
- are we required to keep this data for other regulatory purposes?
- are there contractual requirements?

Some records we are required to retain by law for certain lengths of time. These include for tax and employment purposes.

How is my information stored, transferred and kept secure?

To manage our business we use a number of third-party services who process your data on our behalf. This is for tasks such as operating our email, hosting this website and managing documents.

These services may not share your data with anyone. The website servers we use are located in the UK. Where a company is not based in the UK or European Economic Area (EEA), or where data may be transferred outside the EEA, we have put in place agreements to ensure that your data is processed as per UK law.

Security

Wherever we can, we protect data in our systems with strong encryption, both when the data is at rest and when it is being transferred. We only allow access to our systems via strong authentication protocols, such as TLS and ssh, and administrative access is limited to key individuals. Where possible, we use two-factor authentication for all access.

Legal requests

We may retain and disclose your personal information if legally required to do so. For example, if required by law or by a Court order or if we believe that action is necessary to prevent fraud or cyber-crime or to protect Rise Women in Broadcast Ltd. or the rights, property or personal safety of any person.

All such requests are assessed and we will challenge the basis of the request if it is not made by an officer with proper authority, the request lacks a proper statutory basis or appears too broad or vague as to its scope or purpose.

How to complain

If we have been unable to resolve a query relating to this privacy notice, or if you are unhappy with how we have used your data, you can also contact the UK's Information Commissioner's Office:

Online: <https://ico.org.uk/global/contact-us/>

Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113