

Arloesi Gwynedd Wledig Privacy Notice

Arloesi Gwynedd Wledig is committed to protecting your privacy when you work with us or use one of our services. This privacy notice explains how and why we use and protect your personal information.

1. What type of information do we collect about you?

We Arloesi Gwynedd Wledig, will collect this type of information about you:

- Name
- Email Address
- Address
- Telephone Number
- Health Details

2. Why do we need your information?

We, Arloesi Gwynedd Wledig collect your personal information so that we can

- Market our services
- Maintain a mailing list
- Allow participation in pilot projects
- Keep a record of event attendees, such as a register
- Research work

We will from time to time be anonymizing the information for the purpose of collecting statistics and research.

3. Legal Basis

The General Data Protection Regulation notes we must have a legal basis to process any personal information.

Arloesi Gwynedd Wledig will process your personal information on the basis of this condition:

- Processing based on individual's consent;

We will always tell you the legal basis as part of a privacy notice on our forms at the point of collection.

4. Information Sharing

From time to time Arloesi Gwynedd Wledig will share your information with partnering bodies and external organisations to collaborate on projects, host events and to answer the program's operating requirements. We will always tell you at the point of collection if we will be doing so and with whom. If we rely on your consent for processing, you have every right to object for us to share externally.

5. Individual Rights

See Menter Môn's Privacy Notice here <https://www.mentermon.com/en/cwestiynau-ac-atebion/> for more information about your rights.

6. Information Security

Menter Môn will always take appropriate measures to keep your personal information secure. We have work processes and systems in place to manage access, transfer and dispose of information securely. All staff are trained how to keep information safe and how to comply with the General Data Protection Regulation.

7. For how long do we keep your information?

What is the information?	How is it collected and kept?	Retention Period?
Mailing List	<ul style="list-style-type: none"> - Collect your details with paper forms or online registration forms. - The details will be inputted and kept in an electronic database and the paper forms will be scanned. 	<ul style="list-style-type: none"> - We will keep an electronic/paper/electronic & paper version of the forms and your details on the mailing list/database until you ask us to remove it. Otherwise we will keep them until 2030 in accordance with the requirements of our funders. - We will dispose of the paper copies once they have been scanned into the electronic system.
Participation permission in pilot projects	<ul style="list-style-type: none"> - Collect your details with paper forms or online registration forms. - The details will be inputted and kept in an electronic database and the paper forms will be scanned. 	<ul style="list-style-type: none"> - We will keep an electronic/paper/electronic & paper version of the forms and your details on a database until 2030 in accordance with the requirements of our funders. - We will dispose of the paper copies once they have been scanned into the electronic system.
Event registers	<ul style="list-style-type: none"> - Collect your details with paper forms. - The details will be inputted and kept on an electronic database and the paper forms will be scanned. 	<ul style="list-style-type: none"> - We will keep an electronic/paper/electronic & paper version of the forms and your details on a database until 2030 in accordance with the requirements of our funders. - We will dispose of the paper copies once they have been scanned into the electronic system.

Research Work	<ul style="list-style-type: none"> - We will use personal information already on our database and will anonymize it for the purposes of statistical and research work. - We will collect personal information through an online/paper questionnaire, which is anonymous and has been anonymized from the start for the purposes of statistical and research work. 	<ul style="list-style-type: none"> - Your personal details in our databases will be kept until 2030 in line with our funders requirements, unless you've removed your permission. - We will also keep all the anonymized statistical and research work for the same period of time.
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8. Contact and further information

For more information, or to make a complaint, contact enquiries@mentermon.com

See Menter Môn's Privacy Notice here <https://www.mentermon.com/en/cwestiynau-ac-atebion/>

Or for independent advice on data protection matters contact the Information Commissioner's Office <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>