

Last updated May 23, 2018

## 1. the data we collect

### email newsletter

We keep your name(s), the name of the company/organisation you are associated with (if provided), your email address and the date that we input your email into our database. We also keep information on whether you signed up on the website, at an event or through any other means. We will use your email address to send emails to you about our work and that of close allies.

### Individuals, groups, clients and funders we work with

We keep information that you share with us, for example, your name, email, phone number, and addresses of venues that we might use when running a facilitation with or for you. We keep a record of correspondence with you (email threads and notes of conversations). We keep all this to support any work we do with you in the future and for our own development as facilitators, to reflect on the work we've done with you.

We also keep photos and video footage shot during our facilitated events, after having given any attendees the chance to indicate that they do not wish to be captured by photo or video cameras. We use these photos to share the stories of our work with you with the world.

When you make a transfer to our bank account, we have access to your and/or your organisation's/company's name and the amount transferred. We need this information in case we need to communicate with you about your transfer. We do not have access to your account details, unless you have provided them to us via other means. Our bank keep your data secure. Information about transfers is accessed by our finance and management team and our external accountant as required to carry out their accounting duties.

## 2. Sharing information with third parties

We will never sell your information to any other individual or organisation. We do use other organisations to provide services on our behalf. We only provide these organisations with the information they need to deliver the required service. The third parties that we currently use are:

Robly – to hold the database for our newsletters and to create and send newsletters. Robly logs when emails are opened, and if any links are clicked. [Click here](#) for Robly's Privacy Policy

Google Forms and Sheets – to hold responses to questionnaires for events/workshops/trainings. [Click here](#) for Google's Privacy Policy

Google Analytics - to collect information to better understand how our website visitors use our website. [Click here](#) for Google's Privacy Policy

We do not share your information for any other purposes.

## 3. How long we will keep your information

If you do not interact with us for a period of ten years, we will make your record inactive on our database.

Financial transfer information is held in our financial systems and bank statements for accounting purposes. How long it will be stored depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

## 4. Cookies

We use cookies on our website, and use Google Analytics collect information about you when you visit the website. This information is used to better understand how our visitors use our website.

## 5. How to change, delete or check out the information we have about you

- Every email newsletter we send includes a link to opt out of receiving future emails.
- You can also let us know of any changes to your communications preferences, or a change of email address, by emailing [info@insightshare.org](mailto:info@insightshare.org)
- If you opt out of receiving our communications at any point, we will record this request on our database. This will ensure that you do not receive any further communications from us.
- You have the right to be ‘forgotten’, which means that if you request us to, we will remove all the data that we hold on you from our systems, unless we are required to keep it for statutory legal reasons.
- Under the Data Protection Act 1998 and the General Data Protection Regulation (effective from 25 May 2018) you can request a report detailing the information we hold about you. To obtain a report, please email us: [info@insightshare.org](mailto:info@insightshare.org) We will issue a response to all enquiries within a month. If you’d like us to do this, please send us this information: Your full name and contact details, your relationship to InsightShare, and a copy of some ID.