



Privacy Notice for Newsletter and Events

We are committed to protecting your personal information. Whenever you provide us with your information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the General Data Protection Regulation 2016 (these laws are referred to collectively in this notice as the "**data protection laws**").

Your personal information

We will be collecting name and home/work address for you to receive a hard copy of the newsletter and a name and e-mail address to receive an e-newsletter.

How we will use your information

We will only use your information to provide you with our newsletter and details of any forthcoming events that you have requested from us.

The legal ground we use to process your data is your consent.

If you wish to receive a copy of our **newsletter** by:

- Post, please tick here
- Email, please tick here

From time to time, we would like to contact you with details of other **events** we undertake. If you consent to us contacting you for this purpose, please tick to say how you would like us to contact you:

Post Email

Telephone Text message

Will I be contacted for marketing purposes?

We will only send you marketing emails or newsletters by post where you have agreed above that you are happy for us to so.

Sharing Information with Third Parties

We will not share your information with any third party without your consent unless legally required or permitted to do so.

Transfers to third countries

Your information will not be transferred outside of the EEA.

How long will we keep your information

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If you no longer wish to hear from us, please let us know at any time. Every newsletter and email explains how this can be done. We will then promptly remove you from our database.

Your rights

Under data protection laws, you have rights in relation to your information. You have the right to request from us a copy of the information we hold about you.

Additionally, you have the right to request from us:

- that any inaccurate information we hold about you is corrected;
- that information about you is deleted in certain circumstances;
- that we stop using your personal information for certain purposes.

We will use our reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you on our files. In some cases we may not be able to comply with your request. However, we will tell you if that is the case and explain why.

If you make a request, we will need you to prove your identity with 2 pieces of approved identification (such as a passport and a utility bill no

older than 3 months). Once we have this, we will aim to respond to you within one month.

Normally we will not charge you a fee for dealing with your request for a copy of personal information. There may be some circumstances when the law allows us to charge a fee. We will tell you if this is the case at the time of your request.

If you wish to exercise any of your rights, please contact the Data Protection Officer (contact details are found below).

Changes to this privacy notice

We keep our privacy policy under regular review and we will notify you of any changes.

How to contact us

Write to: Data Protection Officer
The Older People's Commissioner for Wales
Cambrian Buildings
Mount Stuart Square
Cardiff
CF10 5FL

Email: ask@olderpeoplewales.com

Phone: 03442 640 670