



Policy set up in compliance with GDPR on the protection of data that Accessible Wales holds. It is important that you read the privacy policy so that you are aware of how and why we are using your data.

Who we are:

Accessible Wales is a disability consultancy company carrying out disability related training and access consultancy with an aim to make people and buildings more accessible for people with varying disabilities.

Our website is www.accessible.wales

Purpose of this privacy notice:

This privacy notice aims to give you information on how Accessible Wales collects, processes and stores personal data obtained through our website, via registration/feedback forms from delegates who attend training courses and information recorded such as name and address taken during access audits.

This information can be transferred from the Accessible Wales office to Principal Consultant Richard Jones's home via remote desktop access.

If you have any questions regarding this policy please contact our Principal Consultant using the details set out below:

Contact details:

Principal consultant:	Richard Jones
Email Address:	rjones@accessible.wales
Postal Address:	Accessible Wales, Suite 8, Robertstown House, Robertstown, R.C.T CF44 8ER

You have the right to complain at any time to the Commissioner's Office (ICO), the UK supervisory advisory for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to the privacy policy and your duty to keep us updated of changes:

Changes are being made to the data protection law in the UK which will take effect on the 25th May 2018; this policy sets out most of your rights under the new law but there are still some changes being made. It is important that the data we hold on you is current and accurate, please inform us of any changes throughout your relationship with us.

Third Party

We do not redirect to any third parties through our website nor do we share any of your personal data that we hold with any third parties.

The data we collect about you.

When using our website if visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here:

<https://automattic.com/privacy/>

After approval of your comment, your profile picture is visible to the public in the context of your comment.

We do not collect any personal data such as dates of birth gender or any special categories of personal data such as race or ethnicity, religious or philosophical beliefs, sex life, gender, sexual orientation, political opinions, trade union membership, genetic or biometric data, nor do we collect any data about criminal convictions or offences.

The data we collect about you can vary depending on how it was obtained, through our training courses, via email or employing us for access consultancy.

We may collect, use, store and transfer different kinds of data such as

Identity data: Includes first name, last name, health conditions for precaution in training courses.

Contact data: Includes work address, home address (if entered into the work address section by mistake), email address and telephone numbers.

Transaction data: Includes any payment details you have sent regarding works carried out.

Profile data: Includes any feedback

Marketing and communication data: Includes any preferences to receiving information about upcoming courses or such like.

If you fail to provide personal data:

We will only ask for personal data such as names for certificates of attendance for training courses or emails to update you on upcoming courses; failing to provide these may mean that we are unable to complete the necessary tasks.

How is your personal data collected?

Your data can be collected by you

- a) Filling in registration forms or feedback forms
- b) Sending us enquiries
- c) Requesting marketing

Opting out:

You can ask us to be taken off any marketing lists at any time.

Cookies:

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Change of purpose:

We will only use your personal data in the terms it was collected, we will not share your information with any third parties or external parties.

Data Security:

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

We have put in place security measures to prevent your personal data being lost, used, altered, disclosed or accessed in an unauthorised way.

Only those working for Accessible Wales have access to your personal data. Our servers are password protected and our network is firewalled; our computers are individually password protected and emails are stored on hard drives as opposed to web servers and are backed up every 6 months.

We have put in to place procedures to deal with any suspected breach and will notify you and any applicable regulator of breach where we are required to by law.

Data Retention:

How long will we retain your data?

By law we have to keep data of our customers for at least 6 years after they cease being customers for tax purpose.

Your legal rights:

In certain circumstances, you have rights under data protection laws in relation to your personal data. Please contact us if you require any of the following:

- a) Request access to your personal data.
- b) Request correction to your personal data.
- c) Request erasure of your personal data.
- d) Object to processing of your personal data.
- e) Request restriction of processing your personal data.
- f) Request transfer of your personal data.
- g) Right to withdraw consent.

Disclosure of data in accordance with law

We may need to disclose your data to appropriate persons where required or permitted by law (for example, to law enforcement authorities in relation to the investigation of a suspected criminal offence).