
BE HEARD PRIVACY POLICY

BACKGROUND

We understand that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits the Be heard Platform [Thereafter known as the site]. We only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it.

1. Information About Us

The Be Heard Platform site is owned and operated by Events1st Limited, registered in England under company number 08928731

Events 1st Limited wholly owns the Be Heard Platform.

Registered Address: Events 1st Limited, MSP House, Bridle Way, Liverpool, L30 4UA

Data Protection Officer:

Name: Mr Robert Monks

Email address: Rob@events1st.com Telephone number: 07808921265

Postal address: Events 1st Ltd 54 St James street Liverpool Merseyside L1 0AB

1. What Does This Policy Cover?

This Privacy Policy applies only to your use of our site. Our site may contain links to other websites. Please note that we have control over how your data may be collected, stored, and used by the Power Platform, Northern Power Women and Northern Power Futures as we own these sites. Details are contained within the associated Privacy Policies.

2. What Is Personal Data?

Personal data is defined by the UK Data Protection Regulations and specifically the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

3. What Are My Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 13.
- b) The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 13 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 13 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent, and that data is processed using automated means.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 13.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please update your profile and keep us informed as necessary.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, so please contact us first, using the details in Part 13.

5 What Data Do We Collect?

The following data is collected on our site as detailed below

- Identity Information

- Contact information
- Business information
- Payment information
- Profile information
- Technical information
- Data from third parties

6 How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following describes how we may use your personal data.

- Manage your account and access to our platform
- Facilitating opportunities and events
- Carrying out statistical analysis
- Personalising and tailoring your experience
- Developing future programmes
- Administration of our site
- Supplying our products **and/or** services to you
- Communicating with you
- Supplying you with information by email **and/or** post

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 13.

7 Information Sharing General

Where third parties come into contact with your information in the course of providing their services to us, they must provide equivalent levels of security for your information. We are required, by a legal agreement to keep your information private, secure and to process it only on the specific instructions of Events1st Limited.

We may share relevant information about you to our nominated training providers so that they can deliver services directly to you.

By submitting your personal information through this platform, you are consenting to it being processed in the manner described above.

8 Retention of information

We may retain the information we hold on you for a period of up to six years after you leave the platform for the purpose of service delivery, statistical analysis, and financial reporting.

9 Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. The information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies or remove cookies and the above websites will inform you how to do this. However, in a few cases, some of our website features may not function as a result.

10 Where Do You Store My Personal Data?

We only store your personal data within the UK. This means that it will be fully protected under UK Data Protection Legislation, and/or to equivalent standards by law.

11 Can I Withhold Information?

You may access our site without providing any personal data at all. However, to use all features and functions available on our site you may be required to submit or allow for the collection of certain data.

You may restrict our use of Cookies. For more information, see Part 9.

12 How Can I Access My Personal Data?

If you want to know what personal data, we have about you, you can ask us for details of that personal data and for a copy of it. This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 13.

There is not normally any charge for a subject access request. If your request is ‘manifestly deemed by us as unfounded or excessive’ a fee may be charged to cover our administrative costs in responding.

We will acknowledge your subject access request within 3 working days and, respond in any

case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

13 How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details and send your request for the attention of Mr Robert Monks, Operations Director.

Email address: Rob@events1st.com

Telephone number: 07808921265

Postal Address: Events 1st Ltd 54 St James street Liverpool Merseyside L1 0AB

14 Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on our site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our site following the alterations. We recommend that you check this page regularly to keep up to date. This Privacy Policy was last updated on 5th May 2020.

15 Account Closure

We keep some of your data even after you close your account. If you choose to close your account, your personal data will generally stop being visible to others on our Services within 24 hours. We generally delete closed account information within 30 days of account closure, except as noted below.

We retain your personal data even after you have closed your account if reasonably necessary to comply with our legal obligations (including law enforcement requests), meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse.

16 Profile

Your profile is fully visible to all Members and customers of our Services. Subject to your settings.