

Working Parent Network: Privacy Policy

What is this document?

Working Parent Network respects your privacy and is committed to protecting your personal data.

This privacy policy will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

This privacy policy applies to anyone who uses our website

<https://www.workingparentnetwork.com/> (referred to in this policy as the "Website") or our third-party-operated platform Wix ("Wix"), attends our courses and events, or engages with or does business with any third parties with whom we engage.

This includes our customers, suppliers, agents, consultants, and partners who are individuals, as well as, where any of these are entities, their respective shareholders, directors, officers, managers, and employees who provide their personal data to us or other individuals.

1. WHO WE ARE

Venbridge Ltd. (t/a Working Parent Network), a company registered in Wales with company number 12559103 and the registered address at 4th Floor, 14 Museum Place, City Centre, Cardiff, CF10 3BH, is the controller and responsible for your personal data (referred to as "WPN", "we", "us" or "our" in this privacy policy).

If you have any questions about this privacy policy or our privacy practices, please contact us by email to hello@workingparentnetwork.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator 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.

What personal data we collect

Personal data means any information which identifies (or could be used to identify) a living person. We have grouped together the types of personal data we collect and the purposes we use it for, along with our lawful basis for using the data and how long we keep it, below.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- Identity Data includes first name, last name, username or similar identifier, title, age, date of birth and gender.
- Contact Data includes billing address, email address and telephone numbers.
- Financial Data includes bank account and payment card details.
- Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.
- Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our Website.
- Profile Data includes your username and password, purchases or orders made by you, membership information, your interests, preferences, feedback and survey responses (including your confidence evaluation responses to our course evaluation survey).
- Usage Data includes information about how you use our Website and Circle and other products and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.
- Sensitive Data includes information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, sex life or sexual orientation, which you may choose to provide to us.

We may collect your personal data when you attend our courses, conferences or other events (including online and physical events).

This may include video footage and images from these events that you provide to us directly or that we have obtained from photographing or videoing these events.

This includes photographs and videos taken by third party photographers and videographers on our behalf.

If you fail to provide personal data

Where we need to collect personal data in order to provide you with our products or services, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you.

In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

What we use your data for

Under UK data protection law, we need a legal reason (known as a lawful basis) for holding, collecting and using your personal data.

There are 6 main legal reasons which organisations can rely on. The most relevant are:

- to enter into and perform our contract with you;
- pursue our legitimate interests (our justifiable business aims) but only if those interests are not outweighed by your other rights and freedoms (e.g. your right to privacy);
- to comply with a legal obligation that we have;
- where you have consented to us using your personal data a certain way.

• The following table sets out when we rely on each lawful basis.

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Lawful Basis Purpose for using your personal data

Contract

- To administrate or perform our contract with you.
- To process your payment information in connection with any contract we have with you.
- To send you updates about the services you have bought (e.g. confirmation of order, arrival time).

Legal Obligation

- Recording your preferences (e.g. marketing) to ensure that we comply with data protection laws.

- Where we send you information to comply with a legal obligation (e.g. where we send you information about your legal rights).
- Where we retain information to enable us to bring or defend legal claims.

Legitimate Interests

Where using your information is necessary to pursue our legitimate business interests to:

- improve and optimise our Website;
- monitor and make improvements to our Website to enhance security and prevent fraud;
- to provide our services to you and ensure the proper functioning of our Website;
- to communicate any service announcements to you; and
- to protect our business and defend ourselves against legal claims.

You may be invited to provide data to create a variety of resources.

If you reply to this invitation, we will use your data to create different ways for you to contribute to our research programmes, including surveys, focus groups, webinars, and 1:1 interviews.

Where we use your information for our legitimate interests, we have assessed whether such use is necessary and that such use will not infringe on your other rights and freedoms.

Consent

- Where you have provided your consent to providing us with information or allowing us to use or share your information.
- Where you have consented to receive marketing material from us.

Who we share your personal data with

We share (or may share) your personal data with:

- our staff (which may include self-employed consultants)
- our supply chain - our technical service providers (e.g. our cloud service providers that host our business systems, our payment service providers)
- organisations and initiatives we sometimes partner with employers and industry / regional bodies who want to gain insight and support to improve the lives of the working parents in their organisation, industry or region. We may share data with them, however, this will be anonymised unless we have obtained your consent to share it

- our professional advisers (such as our accountants or legal advisers where we require specialist advice to help us conduct our business)
- any actual or potential buyer of our business
- any regulatory authorities where we receive a request or are required to provide information (such as HMRC, the UK tax authority)

If we are asked to provide personal data in response to a court order or legal request (e.g. from the police), we would seek legal advice before disclosing any information and carefully consider the impact on your rights when giving a response.

Marketing

Our marketing messages always include a link so that you can unsubscribe at any time.

Where you have indicated that you would like to receive marketing emails from WPN, we use Wix to deliver and monitor those emails. Their digital tools let us see whether a recipient has clicked any of the links in our email, which help us understand what content that individual might find interesting and allow us to personalise the content of future emails.

Pixels (which are a similar technology to cookies) within those emails enable us to see:

- if the email was opened
- where the device opening the email was located (based on the device's IP address)
- the type of email service (e.g. Outlook) that was used
- if the email (or its content) were shared on social media
- if the email was flagged as spam

Where we keep your personal data

We keep your information on computers that can be accessed over the internet called 'servers'. These belong to other organisations. Most of the servers we use are based in the UK, Europe and the United States.

Our website and course platform is provided by Wix. Please refer to Wix's privacy policy for more information (<https://www.wix.com/about/privacy>).
elp first.

If you use our services whilst you are outside the UK, your information may be transferred outside that territory in order to provide you with the services you have requested.

How we keep your information safe

We do lots of different things to make sure that your information is safe:

- using strong passwords on all our systems
- only allowing a small group of people to access our systems
- entering into agreements with our staff and service providers which require them to keep your information safe and not share it with anyone
- having a plan in place to deal with what happens if your information is accessed by someone who shouldn't have access to it or if your information is lost or changed in any way

If you notice anything strange while using our Website, please let us know by emailing us at hello@workingparentnetwork.com

How long we keep your personal data for

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. We typically keep findings for 6 years after a study has concluded. After this, we convert any personal data into aggregated statistics.

If you browse our Website, we keep personal data collected through our analytics tools for 90 days. The longest period that our cookies hold data is 2 years.

If you have signed up to receive marketing communications from us (e.g. by email), or our newsletter/ mailing list we will continue to hold your data until you unsubscribe.

If you asked for information from us, we keep your details until you ask us to stop contacting you or 5 years after you last interacted with our correspondence (unless we use your information for another purpose, e.g. regulatory requirement).

How our Website uses cookies

Cookies are small text files which are stored on your device when you access and use certain features of our Website.

Apart from those cookies which are strictly necessary, we only store cookies on your device if you've consented to this when you first access our Website and every [e.g. 90 days] thereafter.

As cookies are unique, we can use them to distinguish you from other users, however [we've configured our analytical cookies so that your IP address is anonymised.]

To find out more about cookies, how to refuse them and how to change your device's cookie settings, you should read the ICO Cookie Guidance.

Our Website uses the following cookies:

Cookie Type	Duration	Domain
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(<code>_ga</code> , <code>_gid</code> , <code>_gat_gtag_UA</code> [string]) Analytics	2 years (<code>_ga</code>), 1 month (<code>_gid</code> and <code>_gat</code>),	<code>www.workingparentnetwork.com</code>
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Your rights

You have specific legal rights in relation to your personal data.

We don't charge you anything to exercise (use) your rights, although we are sometimes allowed to – if this happens, we'll let you know first.

Access (get a copy of): You must be told if your personal data is being used and you can ask for a copy of your personal data as well as information about how we are using it to make sure we are abiding by the law.

Correct: You can ask us to correct your personal data if it is inaccurate or incomplete. We might need to verify the new information before we make any changes.

Delete: You can ask us to delete or remove your personal data if there is no good reason for us to continue holding it or if you have asked us to stop using it (see below). If we think there is a good reason to keep the information you have asked us to delete (e.g. to comply with regulatory requirements), we will let you know and explain our decision.

Restrict (stop or limit): You can ask us to restrict how we use your personal data and temporarily limit the way we use it (e.g. whilst you check that the personal data we hold for you is correct).

Object (say no): You can tell us you want us to stop using your personal data. We will always stop if you ask us to stop sending you marketing communications but in other cases, we decide whether we will continue. If we think there is a good reason for us to keep using the information, we will let you know and explain our decision.

Transfer: You can ask us to send you or another organisation an electronic copy of your personal data.

Complaints: If you are unhappy with the way we collect and use your personal data, you can complain to the ICO but we hope that we can help first.

If you wish to make any of the right requests listed above, you can reach us at hello@workingparentnetwork.com

Contact details

If you have any questions about this privacy notice or the way we use information, please get in touch at hello@workingparentnetwork.com