



## **World Foundry Organization Privacy Policy**

### **World Foundry Organization (WFO) and General Data Protection Regulation (GDPR)**

This policy adheres to the new European Union law around data protection of 25<sup>th</sup> May 2018 (GDPR). Although the United Kingdom will be subsequently leaving the EU, the UK will continue to adhere to the GDPR following the full withdrawal process.

### **Looking after your details**

Your privacy is important to us at the World Foundry Organization and this policy will explain how we use, store and protect any information we have about you. We are committed to ensuring your privacy is protected and should we ask you to provide certain information by which you could be identified, this information will only be used in accordance with the following policy.

### **What is GDPR in summary?**

GDPR is the European Union's new framework for data protection law and replaces all previous directives. It is designed to harmonise data privacy laws across Europe and applies to all organisations within the EU. It is designed to give greater protection to the individual. GDPR is required due to the huge amount of digital information we all create, capture and store. There is more in-depth information on the UK's Information Commissioner's website. <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

### **How this involves you**

GDPR applies to all personal data stored or processed by any company and organisation throughout the EU. It also applies to any individual who resides within the EU who has dealings with companies operating in the rest of the world in certain circumstances.

Personal data is defined as anything that can be used to identify an individual. This includes name, job title and email address but can also include broader information such as post codes, preferences and online profiling.

WFO may hold basic information about you such as name, job title and email address. We record and store this information on our databases. We will have obtained this information from you at a business event, telephone call or an email. Your data may appear on the WFO website in a news item or as part of promotional work on behalf of your particular organisation. You may have submitted a technical paper or be an Executive Member. You may also have made contact with us through the WFO website.

## **How you can control your personal data held by WFO**

You can contact us to ascertain exactly what information we hold on you and you can change your preferences whenever you wish. We have a legal obligation to ensure that the information we hold is accurate and up to date. Please therefore inform us of any changes to your personal information to assist us to comply with this.

If you would like your information to be removed from our databases or change anything please email the secretary at [andrew@thewfo.com](mailto:andrew@thewfo.com) or make contact with us through the WFO website.

## **Direct Marketing**

If you have previously agreed for us to contact you for direct marketing purposes, such as membership or sponsorship, you can change your mind at any time.

## **Disclosure of your information**

We never sell or lease your information to third parties. We will only share your information with other business partners or organisations with your consent. If we collect any payment from you we will need to share your details with a credit card processing company we use or our bank dependant on the type of payment received. Once this transaction is complete we will delete your payment details from our server.

## **Storage and retention**

We collect and retain your personal data for the purpose of sharing relevant information, news items and future events between member organisations. We may also need to retain your data to conduct business with you and we may contact you to discuss membership and future sponsorship proposals. If we have conducted a business transaction with you, we will need to retain your details to fulfil legal requirements, for example, for our accounts. Once these functions or obligations have been completed or are no longer required, we will delete your data from our current systems.

## **Security**

The security of your information is important to us. While no transmission over the internet is one hundred percent secure, we have suitable and up to date firewall protection in place to safeguard our systems. We also have physical security and managerial policies in place to secure the information we hold on line and any paper records we have. Our employees and any third parties we engage with are aware of their obligations under GDPR.

## **Our website**

Our website contains links to other websites of interest. Once you use these links and leave our site, it should be noted that we have no control over the security of these other websites. We can't be held responsible for the protection of any information you may subsequently provide to them and you should exercise caution before reading their own privacy statement.

## **Cookies**

A cookie is a small file of letters and numbers that we store on your browser. It contains information that is transferred to your computer's hard drive if you agree.

We do not use cookies on our website at present however in the near future we will utilise analytical/performance cookies. These will allow us to see how many people visit the site and how they use it. This helps to improve the performance of the site over time.

## **Changes to our Privacy Policy**

We may amend this policy from time to time. If we make any substantial changes we will inform you by email. We will also update the WFO website with the details.

