

# Cymdeithas Cyfieithwyr Cymru

## Privacy Notice

Date: 1 March 2022

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### Introduction

The Cymdeithas Cyfieithwyr Cymru (the Association) Privacy Notice is relevant to:

- i) Current members of the Association. There are additional rules that apply to Association members, and these can be found in the Membership Handbook.
- ii) Former members of the Association, be they: those permitted to re-join under the 3-year rule before having to re-sit an examination (there are additional rules that apply to this group, and these can be found in the correspondence sent to them on becoming former members); or the Retired members category.
- iii) Those who are not members of the Association, be they: officers in public authorities directly associated with translation/interpreting; the Associate Student category; or individuals who have come into direct contact with the Association when registering for one of our organized activities (the definition of 'activity/activities' is anything organized and administered by the Association, including, but not limited to, the Text Membership Examinations, the Interpreting Test, and professional development workshops and the like).

### Cymdeithas Cyfieithwyr Cymru

The Association is the professional association for English <> Welsh translators and interpreters. It is a company limited by guarantee, registration number 4741023. Contact details can be found at the end of this document.

### Your data

Data means any personal information that enables a living individual to be identified.

This Privacy Notice provides information on what to expect when the Association collects, uses, discloses, transmits and holds your personal data. The Association is the Data Manager for the data that we collect from you.

The Association is committed to protecting the data it receives from you. Whenever the Association receives and processes data (collection, storage, use, alteration, sharing or destruction of personal information), it is legally obliged to use that data in accordance with all applicable laws on protecting personal data, including the UK General Data Protection Regulation and the Data Protection Act 2018 (personal information protection laws).

The data that the Association processes is provided directly by you because you fall into one of the 3 categories set out in the Introduction above. You are considered to have a legitimate and professional interest in the information shared by the Association.

### Processing your data

The Association complies with its obligations under the law to protect data by keeping personal data up to date; by safe storage and destruction; by not collecting or retaining

excess data; by protecting data from loss, misuse, unauthorized access and disclosure, and by ensuring appropriate technical measures are in place to protect data.

Your data is used for the following purposes:

- administering the Association's membership system
- administering the activity in which you have registered to participate
- monitoring and reporting on the number of individuals participating in activities in meeting the requirements of funders
- evaluating the impact of activities on the individuals who participated in them
- informing you of similar activities organized by the Association (in accordance with the Privacy and Electronic Communications Regulations)

The Association does not use a data processor.

### **The data we collect**

The amount of data about you we collect will depend on the reason for your engagement with the Association.

We will collect personal contact details such as your name, e-mail address, telephone number.

Additional information will be collected about members, and further guidance about that additional information can be found in the Membership Handbook.

### **The legal basis for processing your data**

The Association processes your data to carry out a task for the public benefit, which means supporting individuals to develop their translation/interpreting skills.

Processing is also necessary for the legitimate benefit of the Association, to enable the monitoring and evaluation of activities and to inform you of similar activities.

You must provide the data requested upon joining and/or registering for an activity so that we can administer your membership and/or activity for which you have applied. Without this information, we cannot do this.

### **Sharing your data**

Your data will be treated in the strictest confidence. It will not be shared with anyone outside the Association or with any third party for direct marketing purposes.

For workshops and the like, the information will be shared with the relevant tutors. They are asked to delete data at the end of the activity to which they are engaged.

Your data will not be transmitted to countries outside the UK and EEA.

In some circumstances the Association is legally obliged to share data, e.g. under a court order. In any event, the Association will satisfy itself that there is a legal basis for sharing the data and will record the decision making process and legal basis for sharing the data.

### **Storing your data**

The Association will determine how long we keep your data. Your data will not be kept for longer than is necessary.

### **Your rights in relation to your data**

You have the following rights in relation to your data:

- your right of access:

You have the right to request a copy of the data that the Association holds about you.

- your right to a correction:

You have the right to ask the Association to correct any data if it is found to be incorrect or out of date or incomplete.

- your right to erasure:

You have the right to request the erasure of your data where it is no longer necessary for the Association to hold such data.

- your right to restrict processing:

You have the right to ask the Association to restrict the processing of your data when there is disagreement about the accuracy or processing of your data.

- your right to object to processing:

You have the right to object to the processing of your data.

- your right to transfer your data:

You have the right to ask the Association to pass on the data you have directly provided either to another data controller or to yourself.

You do not have to pay a fee for exercising your rights. The Association will have one month to respond to you.

### **Your right to complain**

If you have any queries or concerns about how the Association processes your data, get in touch by using the contact details at the end of this document.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office about the way the Association has processed your data. You can contact the Information Commissioner's Office by phoning 0303 123 1113, or by e-mail <https://ico.org.uk/global/contact-us/email/>, or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Further processing**

If we wish to use your data for a new purpose not covered by this Privacy Notice, we will send you a new notice explaining this new use before we begin processing, and setting out the applicable purposes and processing conditions. We will seek your consent in advance to carry out the new processing wherever and whenever it is required.

### **Changes to this Privacy Notice**

The Association will periodically review this Privacy Notice to ensure that it is current and accurate.

## **Contacting the Association**

To find out more about the data held by the Association about you, and how it is used, or if you would like to exercise your rights under personal information protection law, [swyddfa@cyfieithwyr.cymru](mailto:swyddfa@cyfieithwyr.cymru), neu Cymdeithas Cyfieithwyr Cymru, Intec, Parc Menai, Bangor, LL57 4FG.