# OVERVIEW

**WASP UK,** or **Workplace Awareness of Suicide Prevention,** is a non-profit organisation and a passionate group of professionals campaigning for change in the ways suicide awareness is managed and reported at work, and supporting organisations to make the changes. We are thrilled you have made you way to our website, each new visitor here is hopefully another voice to champion the work we do.

We are exempt from needing ICO registration due to our not-for-profit status, however we are grateful to our community and take the utmost care of their personal data. As such, for the purposes of this website, we have produced this document as if we were a registered *Data Controller* so that you can have complete confidence.

So, when you use this website, download our policy or subscribe to our newsletter, we will collect some information from you so that we can progress our aims and this document details how, and the steps we take to protect your rights and freedoms under UK Law.

# Types of Data, Purposes and Lawful Basis for processing

In this document we will talk about **visitors,** people using the website, **subscribers,** people receiving our newsletter and **supporters,** those of you who have downloaded a copy of our policy.

## visitors

For visitors, we collect limited information from your browser or device to help our site work efficiently.

## Subscribers

We collect your name and email address for the purpose of keeping you up to date via our e-newsletter. We do this under the legal basis of consent which you provide when you subscribe. You can unsubscribe at any time by emailing: info@wasp-uk.org.uk.

## Supporters

For those amazing people who download a copy of our Workplace Suicide Prevention Policy, **thank you**. We collect your name, email address and the name of your employer and we process this under our legitimate interest in keeping a record of who has a copy of our document, being able to update them when we review the policy and seeking feedback and input for our project.

# Third Parties

Running a website isn’t easy! We rely on some useful technology to make our service to you smoother and more effective. As such, we share certain information with the following third party sub-processors:

|  |  |  |  |
| --- | --- | --- | --- |
| **Third Party** | **Location of Processing** | **Types of Data Processed** | **Purpose** |
| **Framework Digital** | UK | Name, telephone number, email address,  | Framework Digital host our website. |

None of your information will be shared with anyone else for any means other than the purposes described in this document and it will always be held and processed in the UK.

# Your data protection rights

UK protection laws give you lots of rights in relation to your data. These are important for your privacy and to make sure that you have full control over any information that exists about you. This is a list of your rights and how you can exercise them if you feel you need to.

## You have the right of access

If you want to know what information any data controller holds about you, you have the right to ask for copies of your personal information. You can do this by any communication method, and we will not charge you for doing so.

## You have the right to rectification

If you think any information that we hold about you is incomplete or inaccurate, tell us. We are required to rectify that information.

## You have the right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

## You have the right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

## You have the right to object to processing

You have the right to object to the processing of your personal information in certain circumstances.

## You have the right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

## you have the right to complain

If you are worried in any way about our use of your personal information, you can talk to us about it using any of the contact methods in this document. If you are so worried you wish to make a complaint, please contact us at info@wasp-uk.org.uk.

**David Murphy**, Amateur Data Protection Officer, Address

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

**Information Commissioner’s Office:** Wycliffe House**,** Water Lane, Wilmslow, Cheshire. SK9 5AF.
Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

# document control

This Policy will be reviewed by the Author or suitable alternative person as required, but at least annually.

## Change Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author** | **Summary of Changes** | **Version** |
| July 2022 | Helen Pettifer | New Policy | 1 |