

# Mentors for Women

## Privacy Policy

Mentors for Women (MfW) is committed to protecting your personal data. Our Privacy Policy contains important information about what personal details we collect, what we do with that information, who we may share it with and why, and your choices and rights when it comes to the personal information you have given us.

### What Is Considered Personal Data?

Personal data is any information that can be used to find out your identity. This includes such information as your name, address or telephone number.

### What Information Do We Keep And For What Purpose?

#### Website Access

MfW does not identify you or keep any information (e.g. IP address) when you access our websites.

#### Cookies

Cookies are small text files stored by the browser on your computer or other device when you visit our website. Cookies store small pieces of information e.g. they will remember you've visited our website or performed a certain action. However, personal data can never be obtained from cookies.

We use cookies to help us improve your experience when you visit our website. For example, a cookie might store information so you don't have to keep entering it.

For cookies to be stored on your computer, you do not need to make any special browser settings. The browser accepts cookies as a default setting and stores them in a folder that may be named 'Temporary Internet Files' for example. To stop cookies, simply deactivate this function in your browser. For more information, consult the help files for your browser. You can also delete cookies at any time. Cookies can speed up your access to our websites as they store your previous viewing information so note that deactivating or deleting cookies may restrict your use of the website and the available services.

#### Financial Transactions

MfW is registered as a Limited company in the United Kingdom. According to UK law we are required to keep financial records showing any payments you make to us for seven years e.g. your membership, buying a course, booking a conference place etc. This information is kept separate from your membership record. We will never use these details to contact you in regard to anything except your payments.

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### Membership

When you apply for membership with MfW we require you to let us have your name, street, country, city, telephone number, and email address. We keep this information in order to maintain your membership. You can optionally also provide other details such as your business address, your current role etc., for the purposes of matching mentors to members.

These details are only kept for the purposes of maintaining your membership. You are free to withdraw this information at any time online by making changes in your membership record and we will immediately remove it from our database. By doing so you will be cancelling your membership of MfW.

### Mentors

If you are a member of MfW and have become a registered Mentor you automatically have a Mentor profile on our website which is searchable only by paid up members. The profile is created using your membership data. You can add information to this profile including areas of expertise (your profile will automatically be set to 'all'), the languages you speak and your general availability.

You can remove your publicly listed profile from our website at any time by resigning as a Mentor. You may go on hold temporarily; in which case your mentoring data is still held. Changes in this area do not affect your membership record.

### Accreditation

When you make an enquiry about becoming a Mentor we make a log of the nature of your enquiry, your contact details, our response, and if you proceed to the application stage. We use this information to:

- Contact you to support you in your application queries and application process
- Anonymously to gather statistics about the types of mentor enquiries we are receiving
- Anonymously to improve the support we give to mentor enquiries.

You can view your Mentor record at any time and request for us to remove this data. Once you are registered as a Mentor we keep your contact data and contact history so that we can:

- Remind and assist you at the time of renewal
- Continuously improve our processes and training

### Events

When you buy a ticket for one of our conferences, webinars, or any other type of event we keep a record of your personal data before, during, and after your purchase. After the event we keep your data so that we can let you know of other events that you might be interested in.

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### Protected Servers

We save the information you provide on specially protected servers. These servers can be accessed only by a limited number of carefully selected persons who are subject to strict confidentiality requirements and legally binding confidentiality agreements.

### Forwarding of Data to Third Parties

Third parties who receive data as data processing contractors are also subject to data protection regulations and contractual confidentiality obligations. We may be obliged to provide data to courts, public authorities, or other state bodies. Your data will otherwise not be made available to third parties. We never sell your data to third parties.

### Links to Other Websites

Our website contains links to other websites e.g. our accredited training providers websites or organisations which we believe may be of use to you, through our signpost service. We have no influence on compliance with data protection laws by the operators of these sites.

### Withdrawing Consent for the Storage of your Data

You can withdraw your consent for the storage of your personal data at any time. The data will then be deleted immediately provided that it is not prescribed by law or needed for billing or accounting purposes or as soon as these purposes are fulfilled.

If you have further questions on this privacy policy, data protection, would like to see what data we hold on you, or wish to have your data removed please contact:

MfW Membership Management - [membership@mfw.com](mailto:membership@mfw.com)

### Making a Complaint

We hope that you will never have a reason to complain about MfW and data we store about you. If you do have concerns, please contact MfW Membership Management at [membership@mfw.com](mailto:membership@mfw.com) so that we can work with you to put things right.

You have the right to make a complaint to a supervisory authority, in particular in the Member State of your habitual residence, place of work, or place of the alleged infringement if you consider that the processing of personal data relating to you infringes on GDPR regulations. You can view further details here [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)