



## **Cymdeithas Cyfieithwyr Cymru**

### **Privacy Notice**

Date: 7 December 2023

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#### **Introduction**

The Cymdeithas Cyfieithwyr Cymru (CCC) Privacy Notice applies to:

- i) Current members of the Society. There are additional rules that apply to members of the association, and these can be found in the Members Handbook.
- ii) Former members of CCC, regardless of whether they are: those who were members up to 3 years ago who are allowed to re-join without having to re-take an exam (there are additional rules that apply to this cohort, and these can be found in the correspondence sent to them on becoming former members); or retired Members.
- iii) Those who are not members of the Society, whether: officers in public authorities with a direct connection to translation; those that fall into the Associate Student category; or are individuals who came into direct contact with the Society by registering for one of its organised activities ('activity/activities' is defined as anything organised and administered by the Society, including but not limited to the Text Membership Examinations, the Interpretation Test, professional development workshops and the like).

#### **Cymdeithas Cyfieithwyr Cymru**

CCC is the professional association for Welsh translators to/from English, whether they are text translators or interpreters. It is a company limited by guarantee, registration number 4741023. Contact details can be found at the end of this document.

#### **Your personal information**

Personal information means any personal information that enables a living person to be identified.

This Privacy Notice provides information on what to expect when CCC collects, uses, discloses, transmits, and retains your personal information. CCC is the Personal Information Manager for the personal information it collects from you.

CCC is committed to protecting personal information it receives. Whenever CCC receives and processes information (collects, stores, uses, alters, shares, or destroys personal information), it is under a legal duty to use that information in accordance with all applicable laws on the protection of personal information, including the UK General Data Protection Regulation and the Data Protection Act 2018 (personal information protection law).

The personal information processed by CCC is given directly by you because you fall into one of the 3 categories set out in the above Introduction. You are considered to have a legitimate and professional interest in the information shared by CCC.

### **Processing your personal information**

CCC complies with its obligations under personal information protection law by ensuring that personal information is up to date; by storing and destroying it in a safe manner; by not collecting or keeping excess personal information; by protecting personal information from loss, misuse, access without consent and disclosure, and by ensuring that appropriate technical measures are in place to protect personal information.

Your personal information is used for the following purposes:

- administering the membership of CCC
- administering the activity you have signed up to participate in
- to monitor and report on the number of individuals engaged in activities in fulfilling the funder requirements of our work
- to evaluate the impact of the activities on the individuals who took part in them
- to inform you of similar activities organised by CCC (in accordance with the Privacy and Electronic Communications Regulations)
- CCC collects, and sometimes publishes, statistics showing information such as the number of who have sat and passed exams in its annual report, but not in a form that identifies anyone.

CCC does not use any data processor except for the purpose of processing staff salaries.

### **Personal information collected**

The amount of personal information we collect about you will depend on why you are involved with CCC.

We will collect personal contact information including your name, email address and phone number.

Additional information will be gathered about our members, and further guidance on this can be found in the Membership Handbook.

### **The legal basis for processing your personal information**

CCC processes your personal information in order to carry out tasks in the public interest. These activities mean supporting individuals to develop their translation skills.

Processing is also necessary in the legitimate interest of CCC, so that we can monitor and evaluate our activities and keep you informed of similar activities.

You must provide the personal information requested when joining and/or registering for an activity so that we can administer your membership and/or the activity you have applied to be a part of. Without this information, we cannot do this.

### **Sharing your personal information**

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

For workshops and the like, the information is shared with the relevant tutors. They will be asked to delete personal information at the end of the activity they are involved in.

Your personal information will not be transferred to countries outside the UK and EEA.

In certain circumstances CCC is under a legal obligation to share personal information, e.g. under court order. In any situation, CCC will satisfy itself that there are legal grounds for sharing the personal information and record the decision-making procedure and legal basis for sharing the personal information.

### **Keeping your personal information**

CCC will determine how long we keep your personal information. Your personal information will not be held for longer than necessary. For further details on this see our Data Retention and Removal Policy.

### **Our website**

The Society's website places small "cookie" files on computers visiting the site. Craft – the company that creates the content management software (CMS) says "For GDPR purposes, please note that Craft's default cookies do not collect any personal or sensitive information. Craft's default cookies do not collect IP addresses. The information they store is not sent to any third party. Craft's default cookies are used only to communicate with your Craft installation for user authentication, form authentication/security, and basic web application operations."<sup>1</sup>

CCC does not collect or retain the personal details of visitors to the website.

### **Your rights in relation to your personal information**

You have the following rights in relation to your personal information:

- Your Right of Access:

You have the right to request a copy of the personal information that CCC holds about you.

- your right to correction:

You have the right to ask CCC to correct any personal information if it is found to be inaccurate, out of date or incomplete.

- Your Right to Delete:

You have the right to request that your personal information be deleted where it is no longer necessary for CCC to retain such personal information.

- your right to restrict processing:

You have the right to ask CCC to restrict the processing of your personal information when there is disagreement about the accuracy of your personal information, or the processing carried out on it.

- your right to oppose processing:

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

- your right to transfer the personal information:

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<sup>1</sup> <https://craftcms.com/cookie-notice>

You have the right to ask CCC to transfer the personal information you have given directly to another personal information controller or to you.

You do not have to pay any fee for exercising your rights. CCC will have one month to respond to you.

### **Your right to complain**

If you have queries or concerns about how CCC processes your personal information, please contact it using the contact details found at the end of this document.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office about the manner in which CCC processed your personal information. You can contact the Information Commissioner's Office by calling 0303 123 1113, or by email <https://ico.org.uk/global/contact-us/email/> , or the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

CCC is registered with the Information Commissioner's Office.

### **Further processing**

If we wish to use your personal information 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 relevant purposes and conditions of processing. We will ask in advance your consent to carry out the new processing wherever and whenever it is needed.

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

CCC will review this Privacy Notice from time to time to ensure it is up to date and accurate.

### **Contacting the Society**

To find out more about the personal information CCC holds about you, and its use, or if you would like to exercise your rights under the personal information protection law, you can contact CCC by email [swyddfa@cyfieithwyr.cymru](mailto:swyddfa@cyfieithwyr.cymru), or Cymdeithas Cyfieithwyr Cymru, Intec, Parc Menai, Bangor, LL57 4FG.