

Goldman Sachs *10,000 Women* Privacy notice

Purpose of the Notice

This Notice explains how we will collect and use your personal data, including:

- Personally identifiable data
- Information about your professional background
- Demographic data
- Information about your business
- Data about your progress on the *10,000 Women* online course collection
- Information about online events you attend, such as webinars.

Throughout this Notice, “we”, “our” and “us” refers to the Goldman Sachs Foundation and its partner, the University of Leeds. “You” and “your” refers to those organisations and individuals providing information through online forms, applications, events, interviews and email communications.

The purposes for which we process your personal data and the legal basis for that processing

We share stories and insights about the successes of our users and the challenges they have overcome through social media, news organisations, websites and other digital and non-digital platforms. These stories and insights contain information derived from personal data that relates to information about your professional background and business and demographic data. All stories and insights will have any identifying information removed from them. Personal identifying data such as name, email address, business or organisation names etc. will not be shared unless you consent to this otherwise.

- Consent – The data subject has given permission for us to process their personal data for one or more processing activities.

What do we do with personal data?

Data collected from forms, applications and surveys you complete will be stored securely and used for processing, insight and marketing purposes. All data will be treated confidentially, and any information used for marketing purposes will remain anonymous unless stipulated otherwise.

How do we follow data protection principles?

- We have lawful bases for processing your data
- Data is used fairly and transparently; we will make it clear to individuals what their data will be used for, how it will be handled and what their rights are.

- We only collect and use personal data for the purposes of the *10,000 Women* course collection, opportunities related to the *10,000 Women* program, and helping others find out about the program.
- We only collect the minimum amount of personal data that we need for these purposes.
- We take steps to ensure that the personal data we hold is accurate.
- We keep your personal data in an identifiable format for the minimum time required.
- We take steps to ensure that your data is held securely.
- We keep a record of our processing activities.
- We will never sell your personal data, and any data shared cannot be used to contact individuals for any other purpose than those relating to the *10,000 Women* program.
- Only we will have access to your data, and it will not be shared with any third party. However, the data you submit may be held on servers within different regions.

Retention periods

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Your rights as a data subject

Under GDPR law, as defined by the [Information Commissioner's Office](#), you have the right to:

- Withdraw consent at any time where that is the legal basis of our processing;
- Access your personal data that we process;
- Rectify inaccuracies in personal data that we hold about you;
- Be forgotten, that is your details to be removed from systems that we use to process your personal data;
- Restrict the processing in certain ways;
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us.

Please be aware that these rights are subject to certain conditions and exceptions as set out in the data protection legislation.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, withdraw your consent to any processing, or request that we transfer a copy of your personal information to another party, please contact the *10,000 Women* team at: contact@10000womencourse.org and they will explain any conditions that may apply.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the *10,000 Women* team for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal or business information changes.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please email: contact@10000womencourse.org

Our general postal address is: Digital Education Service, University of Leeds, Leeds LS2 9JT, UK.

Our data controller registration number provided by the Information Commissioner's Office is Z553814X

This privacy notice was last updated November 24, 2020.