

## Publish What You Pay - Website Privacy and Data Collection statement

Publish What You Pay (PWYP) is a registered charity and a company limited by guarantee in England and Wales. This statement explains how we collect and use the personal information you provide to the PWYP Secretariat, and is in line with [General Data Protection Regulation](#).

- **What information is being collected and how is it collected?**

You may give us your personal information directly, through signing up for our newsletter on our website, via telephone, email or in the post, by joining the PWYP Google Groups, attending an event or a meeting organised by us, or communicating directly with us.

The information we collect from you directly or from third parties with whom we work, may include:

- name
- address
- email address
- telephone number
- contact preferences
- organisation
- job title
- education
- date of birth (for visa)
- passport number (for visa)

We also collect general information about how users interact with our website, such as which pages users visit most often and where from. By using our website, or when providing us with any personal information, we will inform you of how your information is being used as described in this policy. Wherever possible we use aggregated or anonymous information which does not identify individual visitors to our websites.

- **Social Media**

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services automatically. As we have a Twitter feed on the website, should we retweet your tweet, this may appear on the PWYP website.

- **How will it be used?**

We may use your personal information to:

- Provide you with information you've asked us for, whether this be over our social media platforms, email or calls;
- Record contact we have with you to help us ensure we provide you with the most appropriate communications;
- Improve your website visit experience with us (including what articles and information we publish, our user navigation set-up and the design of the website);
- Invite you to participate in meetings, events, calls and workshops;
- Notify you of changes to our policies or key governance updates;
- Check on your preferences from time to time to ensure they are up to date;
- Make travel arrangements on your behalf when required and relevant.

- **Who will it be shared with?**

The personal information we collect about you will be used by PWYP Secretariat staff. We do not give or sell your personal information to any other organisations, except a few selected organisations, consultants and vendors that work with us or on our behalf to deliver our work; and possibly to legal and regulatory authorities if required to by law.

- **How is it stored?**

We store your personal information securely and make all efforts to prevent data theft. Your information is accessed by staff who have received in-house data protection training.

- **Updating my information or opting out of communications**

If your personal information changes or you would like to stop receiving communication from us, please email [info@publishwhatyoupay.org](mailto:info@publishwhatyoupay.org)

Under the Data Protection Act you have the right to:

- ask us not to process your personal data
- see information we hold about you
- ask for inaccurate personal data to be corrected

- **Changes to our privacy policy**

This policy was created in January 2018, it published on our website in March 2018.

As we continue improving our communications, we may update this policy. Any changes we may make to our privacy policy in the future will be posted on this page.