

## Relational Change GDPR Policy: Privacy Policy

### What data do we hold?

Relational Change (RC) holds data of RC Leadership Team, Associates, affiliates, students, and suppliers, including email addresses, telephone numbers and postal addresses. With consent, we also hold some photographs of students and people attending RC events which may be used for publicity or group sharing. In addition, we hold email addresses and first and last names of those who have opted in to our newsletter mailing list.

### Why do we hold this data?

The data of all current RC associates, affiliates, students, suppliers and newsletter subscribers is held for the “legitimate interest” purposes of fulfilling our relationship with you. Further consent will be sought for data use beyond this purpose, e.g. using photographs.

We will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained.

The data we hold for newsletter recipients has been gained through a double opt-in process to RC’s newsletter mailing list. We use [MailChimp](#) as our marketing automation platform. When you subscribe to our mailing list the information you provide (first name, last name, email address) is transferred to MailChimp for processing in accordance with their [Privacy Policy](#) and [Terms](#). Your information stored on the MailChimp platform is only used for sending newsletters from RC and is not shared with any other organisation. Each newsletter we send includes a link in the footer to unsubscribe or update subscription preferences (i.e. amend your details).

### How do we protect your data?

Personal data of students/registered course attendees, is stored in password-protected files and only accessible to named individuals.

We use MailChimp to manage our newsletter mailing list and distribution, which is a fully GDPR compliant application.

### When do we delete data?

We will delete all personal contact data of RC associates, affiliates, students and suppliers within 6 months of the cessation of that relationship or when the legitimate interest purpose for holding the data ceases. Photographs will be deleted upon request.

### Who do you contact if you have a query about the information we hold?

Please contact [KateG@relationalchange.org](mailto:KateG@relationalchange.org) with any query about the data we hold and how we use it.