



## ADHD Babes Privacy Policy

### Our main contact details

Name: Vivienne Isebor

Phone Number: +44 7553 764690

E-mail: [admin@adhdbabes.com](mailto:admin@adhdbabes.com)

Website: [www.adhdbabes.com](http://www.adhdbabes.com)

### The type of personal information we collect

We currently collect and process the following information:

- Name
- Gender
- Email address
- Contact number
- Ethnicity
- Age
- Location

### Summary:

We store your information on our database for admin, planning and safety purposes

We receive your information directly from you, or indirectly through Eventbrite and Mailchimp

We will permanently remove your information from our Database upon request

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## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you when you complete one of our 'Google Forms'. We store this information for one of the following reasons:

- Admin related processes (e.g. sending emails)
- Planning future activities and events
- Health & Safety process

We also receive personal information indirectly, from the following sources in the following scenarios:

- Eventbrite – when you attend one of our events
- Mailchimp – when you join the ADHD Babes Mailing List

We use the information that you have given us in order to:

- Email you information and updates following events
- Plan future activities based on engagement
- Plan events in person based on engagement in specific locations
- Pitch ideas for funding based on engagement numbers
- Keep the integrity of ADHD Babes being a space exclusively for Black Women and Non-binary folk
- Follow safety protocols if any members may be in danger or at risk

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We do not share your information with any external parties or organisations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us on: [admin@adhdbabes.com](mailto:admin@adhdbabes.com)

(b) We have a vital interest.

(c) We need it to perform a public task.

(f) We have a legitimate interest.

## How we store your personal information

Your information is securely stored on an online database available only to ADHD Babes volunteers, staff and directors.

We keep your personal information within our database until you withdraw consent. If you request to be removed, we will then dispose of your information by permanently deleting it from our database.

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## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@adhdbabes.com](mailto:admin@adhdbabes.com) if you wish to make a request.

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## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@adhdbabes.com](mailto:admin@adhdbabes.com). You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>