

Private Policy

This privacy notice tells you what to expect when the Who is Who International Awards collects, processes, shares and stores your personal data.

What information do we collect?

When you contact us

- Personal data you provide about yourself (for example, your name and contact details).

When a third party contacts us on your behalf

- Personal data provided by a third party such as your name, contact details and specific circumstances. This could be from friends, family, employers or government agencies.

When you are invited to attend an event

Your name and contact details;

- If you are eligible to bring a companion, we may also collect their information;
- Footage from CCTV security cameras around the event location;
- If you have an accident whilst visiting, we will ask you to complete an accident form on which we ask for your name, contact details, and nature of your injury.

When you meet a Member of a Royal Family, or their representative during a visit, reception or other event

- Information about you is usually provided to us by the organization or body you are connected with or affiliated to.

When you visit our website, or interact with us via social media

- Your IP address and browsing preferences and choices;
- Your name and username and any comments that you make.

How do we collect it?

We may collect information about you from a number of sources these include:

- From you when you contact or interact with us by telephone, email or post, or when you communicate with us through social media;
- From forms we may ask you to complete;
- From public sources;
- From organizations/bodies you are connected to or affiliated with, when they provide your information to us for events/meetings.

Why do we collect it?

We collect the data because it is a legitimate interest of the organization to process the information, for example, to log any correspondence you send us and respond accordingly. We process visitor and guest information to be able to send out invitations for meetings or events, and to know who will be in our locations for security, health and safety purposes. We provide information to officials or their representative(s) so that they know who they will be meeting and why.

In other cases, we hold the information because you have given us your consent. If the basis for collecting and processing your data is based on your active consent, you also have the right to withdraw that consent at any time.

How do we use your information?

We process your data in order to:

- Record any correspondence or gifts we receive and respond accordingly;
- Send out invitations to meetings and events held by Who is Who International Awards;
- Know who will be visiting the Awards sites for security, and health and safety purposes;
- Provide Officials and their representatives with information about who they will be meeting and why;
- Enter into contracts with suppliers and to pay them for goods and services received;
- Maintain relationships with individuals and organizations with Royal affiliations such as those with Royal patronage or who hold a Royal warrant;
- Send messages and greetings;
- Prevent and detect crime through use of CCTV footage;
- Send press releases, operational notes and media advisories.
- Assist with pre-employment checks,

How is it stored?

Your personal data is stored in a number of ways:

- In paper files stored securely;
- In software systems which are managed by executives of Who Is Who International Awards.

Who do we share your information with?

We may share your data with and/or obtain information from some third parties:

Service providers

We work with selected service providers that carry out certain functions on our behalf, for example

- Contractors for the provision of events management services;
- Third party providers for the management of cookies on our website;
- Social media providers e.g. Facebook, Twitter, Instagram – to deliver our social media presence;

- The Police Service and any force providing protection and applying the law.

How do we protect your data?

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is retained appropriately, and is not accessed except by our employees or authorized third parties in the proper performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so, on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organizational measures to ensure the security of data in line with the relevant legislation.

How long do we keep it for?

We retain your data in line with our retention schedules as agreed with the Information Assurance team. Some personal data may be kept indefinitely as it is stored in the Who Is Who International Awards Archives for reasons of historic interest.

The Who is Who International Awards website

The Who is Who International Awards website, with the exception of the subscription system, does not store or capture personal information; it logs the user's IP address which is automatically recognised by the web server.

We do not use cookies for collecting user information, and will not collect any information about you except that required for system administration of our web server.

If you register to receive updates, your information will be held on a secure server and the data will not be shared with any other organization. This shall be treated as proprietary and confidential. It will be used only to provide you with email updates on the topics you have requested.

Google Analytic Cookies

Our website uses the Google Analytics tool to track overall browsing patterns on the website. For instance, it helps us identify the most popular pages on the website, find out which links are being clicked on), and to give us broad demographics about from where, in the Commonwealth for example, users are accessing the site. We cannot personally identify any user with these cookies.

The five Google Analytics cookies are called utma, utmb, utmc, utmv and utmz. They track how often the website is visited, when you enter and leave the site, and which site you visited that lead you to royal.uk. utmz also tracks any keywords you entered into a search engine that lead you to royal.uk if appropriate.

What are my rights?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- ask us to change incorrect or incomplete data;

- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing;
- request a copy of the data you have provided to us in an agreed format, so that you can reuse it or transfer it to another data controller if you wish;
- ask us if we use automated decision making or profiling when processing your data.

Please note that none of these rights are absolute and we reserve the right to refuse your request where exceptions apply.

Contact information and further advice

The Information Assurance team is responsible for the data and you may contact them at office@whoiswho.gr