

Privacy Notice – Free Period Product Scheme

What is the purpose of the survey and order form?

This order form and survey is being carried out by Hafod Housing Association. The information you provide in your answers will be used to help us understand more about who has accessed the service and how they are affected, which we may use to change the way we provide services or develop new forms of services in future.

Specific information on this survey is included in this privacy notice but also conforms to Hafod's privacy policy, outlined [here](#) in the privacy statement.

The last page of the order form will link to a separate survey around your personal characteristics, so we can better understand why has entered the challenge; although, completing this is entirely optional.

What type of information is collected through the order form?

The order form collects data on the following topics:

- Your contact information including name, address and telephone number
- Your order requirements – including the type of products you need
- Your interest in using reusable products
- Permission to contact you regarding further research
- A referral to our smart money team

What type of information is collected through the survey?

- Your characteristics including your age, gender, ethnicity, employment status, living circumstances and whether you are in receipt of benefits
- This information will be completely anonymous and will not be attributed to your order of period products or personal identifiable information

What is personal data?

Personal data means any information that could lead to a person being identified either alone or in combination with other widely-available information, e.g. their name, their address, or details specific to that person.

The only personal data required to complete an order of free period products is your name, address and telephone number for the purposes of delivering products. All other personal data asked in the separate survey is optional and you can opt out of providing this. If you consent to being contacted to take part in further research, we will ask for your preferred email address or telephone number, in order to contact you at a later date.

We will only present and report the information from the survey in aggregated form where it does not identify any individual person.

What is the legal basis for collecting and processing the data collected through the survey?

Participation in the Free Periods Product scheme is completely voluntary and in completing the questions and submitting your answers, you are giving your consent to participate and for Hafod to process your data. Consent, therefore, is the legal basis for this service. By not completing the order form, or abandoning it before it is complete, you are withdrawing your consent to take part.

How long will we keep the data for?

Hafod will retain the information collected in this order form for as long as is required to complete its research, including any follow-up work with participants consenting to take part. This will not exceed 2 years from the closing date of 31st October 2021.

How will we process the data from this order form and survey?

We will carry out analysis of the information you provide to explore some of the issues and concerns around the availability of period products in Wales and how they impact on people's lives. We will not use your personal identifiable information and this will be removed before completing an analysis.

This analysis will help us to feed into debates on these issues and develop solutions to some of the problems that are highlighted.

Who has access to the data collected through the order form and survey?

The **personal data collected through the order form**, including order details, name, address and contact number will be forwarded to a member of the Free Periods Team for processing and delivery. This data is not anonymous in order for us to deliver you products.

The **demographic data collected through the survey** will be accessible to members of the Research and Innovation Team for analysis and to other Hafod staff involved in providing services to the public. This data will be completely anonymous.

For further information on this survey please contact:

Amy Richards
Hafod Housing Association

St Hilary Court
Cardiff
CF5 6ES
amy.richards@hafod.org.uk

If you have any concerns about how your data has been handled, you can lodge a complaint with the Information Commissioner's Office who are the independent regulators for data protection.

You can contact the Information Commissioner's Office at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 745 or 0303 123 1113
Website: [Information Commissioner's Office](#)