

WEBSITE PRIVACY NOTICE

Purpose of this Privacy Notice	This Privacy Notice tells you what to expect us to do with your personal information when visit our website.
Our Contact Details	Positive Futures 2b Park Drive, Bangor, County Down, BT20 4JZ 028 9147 5720 dataprotection@positive-futures.net
What information we collect and use and why	We collect or use the following personal information about you when you visit our website: • Name • Email address • IP address Our lawful bases for collecting or using your personal information is: • Legitimate interests Positive Futures has a legitimate interest in analysing and reporting on visitors to our website and responding to requests made via the Contact Us Form
Where we get your personal information from	We collect your personal information directly from you when you visit our website or complete and submit a Contact Us Form ¹
How long we keep information	We will hold records that contain your information for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule
Who we share information with	Your personal information is shared internally on a need to know basis. Positive Futures use data processors who are responsible for processing your information on our behalf such as web analytic services.

¹ You are not under any statutory or contractual obligation to provide us with your personal data.

WEBSITE PRIVACY NOTICE

Automated Decision Making	Automated decision-making only applies to recruitment screening processes.
Data protection rights	Under data protection law, you have rights including: • Right of access – you have the right to ask us for copies of your personal data • Right to rectification – you have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete • Right to erasure – you have the right to ask us to erase your personal data in certain circumstances • Right to restrict processing – you have the right to ask us to restrict the processing of your personal data in certain circumstances • Right to object to processing – you have the right to object to the processing of your personal data in certain circumstances • Right to data portability – you have the right to ask that we transfer the personal data you gave us to another organisation or to you in certain circumstances • Right to withdraw consent – when we use consent as our lawful basis you have the right to withdraw your consent You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you. To make a data protection request please contact us using the contact details at the top of this privacy notice

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Transfers of personal data to any third countries or international organisations	We store and process personal data within the European Economic Area (EEA). We use external service providers, including cloud-based systems such as Microsoft 365. In limited cases personal data may be accessed from outside the EEA (for example for support purposes). Where this occurs, appropriate safeguards are in place to protect your data in line with data protection law.
How to complain	If you have any concerns about the use of your personal information you can make a complaint to us using the contact details at the top of this privacy notice. We will investigate your complaint and respond within a reasonable timeframe in line with data protection law. If you are not satisfied with our response or remain unhappy with how we have used your information you can also complain to the Information Commissioner's Office (ICO) The ICO's address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline number: 0303 123 1113 Website: https://www.ico.org.uk/make-a-complaint You have the right to complain to the ICO at any time, however they will usually expect you to have raised your concern with us first.