



## **Facts4Life Privacy Policy**

This privacy policy sets out how we use and protect any information that you give us when you use this website and when you sign up to receive Facts4Life training or resources. This policy is effective from 25<sup>th</sup> May 2018.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. We are equally committed to storing the minimum possible data that will allow us to operate efficiently and update you in a timely manner to provide the best possible service to young people.

Personal information submitted through this website is collected by [Facts4Life](#). Facts4Life is the Data Controller who determines the purposes and means of processing personal data.

We may collect the following information:

- your name
- your contact details such as email address, phone number, street address
- specific enquiry details

We require this information:

- to be able to respond to your contact
- to provide information on new materials and training opportunities

We retain this information until we have responded to your contact, and for internal record keeping unless you tell us that you no longer wish to receive information on resources and training.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable procedures to safeguard and secure the information we collect online.

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously supplied personal data
- if you have previously agreed to us processing your personal information

We will not sell, distribute or lease your personal information to third parties unless we are required by law.

**If you have a complaint you can contact the [Information Commissioner's Office \(ICO\)](#) which is the data privacy supervisory authority in the UK.**

Under the GDPR (the [EU General Data Protection Regulation](#)), you have a number of specific rights with regards to your personal information:

1. **Right of access** – if you want to know if we are storing or processing any personal data about you, you can [contact us](#) to find out.

If this is the case, you may find out what purpose it is being stored for and request a copy of your data by [contacting us](#).

There is no charge for making a request or for the electronic data file, but if the number and frequency of requests is unreasonable we may charge an admin fee.

2. **Right to correction** - if you believe that any information we are holding on you is incorrect or incomplete, please [contact us](#) as soon as possible. We will promptly correct any information found to be incorrect.
3. **Right to erasure** – if you want to remove your personal data from our records, you can request this by [contacting us](#). We will remove the data as far as it is practically within our power, and where we are not legally obliged to retain it.
4. **Right to object** – if you no longer want us to process your data you can request this by [contacting us](#).
5. **Right to complain** - if you are unhappy with how we are managing your personal data, you can lodge a complaint with the UK supervisory authority, the [Information Commissioner's Office \(ICO\)](#).

A cookie is a small file which asks permission to be placed on your computer's hard drive. Cookies help us see visitors to our website by tracking how you use our website, in a way that doesn't ever identify you personally. Cookies also allow web applications to respond to you as an individual, by allowing you to log in. The website can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. [Read how to control and delete cookies](#).

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.