

WEBSITE PRIVACY NOTICE

Purpose of this Privacy Notice	<p>This Privacy Notice tells you what to expect us to do with your personal information when you visit our website.</p>
Our Contact Details	<p> Positive Futures 2b Park Drive, Bangor, County Down BT20 4JZ +44 (0) 28 9147 5720 dataprotection@positive-futures.net </p>
What information we collect and use and why	<p>We collect or use the following personal information about you when you visit our website:</p> <ul style="list-style-type: none"> • Name • Email address • IP address <p>Our lawful bases for collecting or using your personal information is:</p> <ul style="list-style-type: none"> • Legitimate interests <p>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</p>
Where we get your personal information from	<p>We collect your personal information directly from you when you visit our website or complete and submit a Contact Us Form¹</p>
How long we keep information	<p>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.</p>
Who we share information with	<p>Your personal information is shared internally on a need to know basis.</p> <p>Positive Futures use data processors who are responsible for processing your information on our behalf such as web analytic services.</p>

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

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<p>Data protection rights</p>	<p>Under data protection law, you have rights including:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>To make a data protection request please contact us using the contact details at the top of this privacy notice.</p>
<p>Transfers of personal data to any third countries or international organisations</p>	<p>Your data is not transferred to any third countries or international organisations.</p>
<p>How to complain</p>	<p>If you have any concerns about the use of your personal information you can make a complaint</p>

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to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your information after raising a complaint with us you can also complain to the Data Protection Commission (DPC)

The DPC's address:

21 Fitzwilliam Square South
Dublin 2
DO2 RD28

Helpline number: (01) 765 0100

Website:

www.dataprotection.ie/en/individuals/exercising-your-rights/raising-concern-commission