Privacy Policy

You can be confident the team at Energize STW fully understands the importance of data protection, and will always process your data in accordance with the General Data Protection Regulation (GDPR).

Our policy explains the reasons why we at Energize STW might ask for your personal data. It will cover three main areas. What data we collect from you and why; how we keep it safe and process it in accordance with the law, including who has access to it besides Energize STW; and finally, what we are doing to protect your rights as a data subject, and how you can exercise those rights.

The personal data we collect

Energize STW collects personal data for several reasons. These include:

- Named contacts in organisations that will enable us to deliver workplace or school-based programmes, or allow us to carry out business transactions
- Details of people wanting to participate in one of our projects
- Details of young people wishing to participate in our organised sporting events
- Names of parents/guardians of young people, required for safeguarding purposes
- Names of those wishing to be informed of activities, for instance by subscribing to our newsletters
- Details of people providing or contributing to our activities

Why we hold personal data

In each case, we will explain what your personal data is needed for when we request it.

Several activities require us to process personal data. These include:

- Delivering activities or programmes
- Internal record keeping
- Sending you information we believe you will find interesting, using the email address you have provided.
- Conducting market research to improve our products and services

How we keep personal data secure

Energize STW takes data security extremely seriously. We have therefore implemented appropriate digital, managerial and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

Who sees personal data

Occasionally, it's necessary to work with third parties to allow us to deliver our services. These will usually be specific to each project and could include local authorities, activity providers, workplaces and schools. We also use third-party services such as website providers, who may also require access to some of your data. In every circumstance, we will take all reasonable measures to ensure all third

parties undertake to protect your data with the utmost responsibility and act in accordance with the GDPR.

How we will uphold your rights as a data subject

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

Our promise to you, is to never use your personal data for anything we haven't already told you about. Unless obliged to do so by law, we won't share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision-making.

You can ask to see what personal data we hold on you at any time. If you gave us your consent to process your data, you can withdraw that consent. You can also request that we delete it, or tell us not to use it for some of the purposes described in this policy. Where applicable, we can provide your data to you in a portable digital format.

Your Rights in Relation to the Information that we hold

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

Our website provider

Your data may also be available to our website provider to enable us and them to deliver their service to us, carry out analysis and research on demographics, interests and behavior of our users and supporters to help us gain a better understanding of them to enable us to improve our services. This may include connecting data we receive from you on the website to data available from other sources. Your personally identifiable data will only be used where it is necessary for the analysis required, and where your interests for privacy are not deemed to outweigh their legitimate interests in developing new services for us. In the case of this activity the following will apply:

1. Your data will be made available to our website provider

2. The data that may be available to them include any of the data we collect as described in this policy.
3. Our website provider will not transfer your data to any other third party, or transfer your data outside of the EEA.
4. They will store your data for a maximum of 7 years.
5. This processing does not affect your rights as detailed in this privacy policy.

Additional notes

To help us inform the community of activities in the region, we may include links from our website to the websites of other organisations. Please note that we cannot be responsible for either the contents of these websites or their data protection measures. Our privacy policy does not cover information you provide to these websites. We, therefore, recommend you exercise caution and review the privacy policies of the sites in question before submitting your personal data to them. Our website may collect tracking data from your computer or device. To find out more about this – including how to prevent such tracking – please see our **Cookie Policy**.

Contact us

Please email either pete.ezard@energizestw.org.uk or helen.madden@energizestw.org.uk if you want to discuss any aspect of our use of your personal data, including:

- Notifying us of withdrawal of consent
- Requesting to see your data
- Requesting us to correct errors
- Objecting to one or more of the uses we make of your data

If you are unhappy with any aspects of how we use your personal data, do let us know. You also have the right to complain to the Information Commissioners' Office (www.ico.org.uk).

Cookie Policy

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The Energize STW website uses traffic log cookies to identify which pages are being used. We only use this information for statistical analysis purposes - the data is then removed from the system.

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 allow cookies, but you can usually modify your browser setting to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website. For more information about cookies – including guidance on how to delete them or decline them – you may find the site www.aboutcookies.org useful.