

Action Together CIO Privacy Notice

Your privacy and the security of your personal information is extremely important to us. Any information you provide about yourself will only be used in accordance with this policy and here we explain what we do to keep it secure. The data we collect is either essential to the service that we provide to you or to keep you informed about our services if you have requested us to do so. We will never share your data with third parties without your approval.

What sort of information do we collect/hold?

1. Information that you provided when filling in forms on our website or at events such as your name, address, telephone number and email address .
2. Information you provide or is provided to us about you when using our services.
3. We retain information about the services we have provided to you such as what they were, when and where.
4. When you register to receive our communications we retain your information to send you periodic newsletters for example.

Links to other sites

Please be aware that our website or communication may occasionally share links to other websites where we feel it is beneficial however we are not responsible for the privacy practices of other sites.

Keeping you informed about our services

We would like to keep you informed about our services and where you have consented to do so we may do this via post, email, text message, phone, online, social media or other electronic means. To continue to receive this information you will be asked to opt in. We won't send this information to you if you tell us not to but we may still need to send you information directly linked to the service we are supplying to you. You can opt-out of our marketing communication at any time.

Your rights

You have the right to access the personal information we hold about you. We will provide this information free of charge, however we will need proof of your identity and written notification to do so.

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it.

You have the right to ask us to delete your personal information if we are not entitled to use it any more or we are keeping it for too long.

We will always retain your information in accordance with the law and current regulation which may change from time to time but we will not hold your data longer than necessary.

Social Media

When using our website or social media you may be able to share information for example when you like, share or comment on our services. When doing this your personal information may be visible to the



providers of the social networks and other users. It is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.

Contact Us

If you would like to exercise one of your rights as set out above or you have a question or complaint about this policy or the way your personal information is processed, please contact us by one of the following means:

By post Data Protection
 Action Together CIO
 95-97 Penny Meadow
 Ashton-Under-Lyne
 OL6 6EP

By telephone 0161 339 2345

By email DP@actiontogether.org.uk

You also have the right to lodge a complaint with the UK regulator, the Information Commissioner. Go to <https://ico.org.uk/concerns>.

