

## Healthy Futures Privacy Policy

Thank you for visiting the Healthy Futures campaign website. Here, we explain what personal information we may hold about you, and how we might use that information.

When providing us with your personal data you are agreeing to the terms of this privacy policy. Action for Global Health will be what's known as the 'Controller'<sup>[1]</sup> of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information. Personal information is any information that can be used to identify a living individual such as a name, date of birth, email address, postal address, and telephone number. All third-party services we work with which handle your data are known as 'Processors'<sup>[2]</sup>. In some instances Action for Global Health will act as both controller and processor.

### Information we may collect from you

- This privacy policy tells you what to expect when Action for Global Health collects personal information. We obtain personal information from you when you; contact us via email or social media, subscribe to our newsletter, sign a petition or otherwise provide us with personal information. The information you provide to us may include your name, organisation name, address, e-mail address and phone number.
- We collect standard details of visitors to our website behaviour patterns; this data is non-identifiable information.

### Visitors to our websites

When someone visits <http://www.healthyfutures.uk> we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. This information allows us to improve the website and to keep it relevant to our users' needs. We do not store any personal information for this purpose but simply use it to see how you use the website.

### How we use cookies

A cookie is a small file placed on your computer's hard drive. It enables us to identify your computer as you view different pages on our website.

Cookies allow us to store your preferences to present content and functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate the size of our audience and how they use our site.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse any cookies being stored on your device. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you logon to our site.

### **WordPress**

The Healthy Futures site is hosted at GoDaddy. We use a standard service to collect anonymous information about users' activity on the site, for example the number of users viewing pages on the site, to monitor and report on the effectiveness of the site and help us improve it. For more information about how WordPress processes data, please see [Go Daddy's privacy notice](#).

### **Links to other websites**

This privacy policy does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **E-newsletter**

We will only send you our newsletter if you subscribe to receive it and have consented for us to send you updates on our campaigns or have supported one of our campaigns in the past.

For these purposes we will collect your name and email address. We will store your data on [Salesforce](#), a cloud-based CRM system. Read Salesforce's full privacy policy [here](#).

We use a third-party provider, [Mailchimp](#), to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter.

MailChimp is based outside the EU, any data you provide is stored on secure servers by MailChimp. MailChimp is compliant with the [EU-US Privacy Shield Framework](#), which means they comply with data protection requirements. You can find out more about [how MailChimp manages data](#).

### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### **Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

## **Offer of employment**

If we make an offer of employment we will ask you for information so that we can carry out pre-employment checks. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- We will contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

## **How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful the information you have provided until that point will be retained for 6 months from the closure of the campaign. Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

## **Other third-party processors**

- We use Xero accounting software to log our expenditure. When we pay an invoice to you we may save your personal information on this platform. Xero hold personal data on servers located in the USA. Here is their [privacy policy](#) and what they are doing to [prepare for the GDPR](#).
- We use a third-party IT service to manage our IT systems, Purple Matrix. They do not process data without our permission. You can see their privacy policy [here](#).

## **Your rights**

Under the General Data Protection Regulation (GDPR) (EU) 2016/679, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

You have the right to ask us not to process your personal data for marketing purposes. We will always inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. It is your right to prevent us from contacting you by checking certain boxes on the forms we use to collect your data or by contacting us at [info@stopaids.org.uk](mailto:info@stopaids.org.uk).

### **Access to personal information**

Action for Global Health tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulation (GDPR) (EU) 2016/679. We will respond to any data subject access request within 30 calendar days. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to Action for Global Health for any personal information we may hold you need to put the request in writing to [info@stopaids.org.uk](mailto:info@stopaids.org.uk).

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

### **Disclosure of personal information**

We will not disclose personal data without consent, unless legally obligated.

### **Complaints or queries**

Action for Global Health tries to meet the highest standards when collecting and using personal information. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you want to make a complaint about the way we have processed your personal information, you can [email us](#) or write to us at the address provided below. If you are not satisfied with our response or believe we are not processing your data in accordance with the law, you can contact the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 22 May 2018.

### **How to contact us**

If you want to request information about our privacy policy you can [email us](#) or write to:

STOPAIDS (Action for Global Health)

The Grayston Centre

28 Charles Square

London

N1 6HT

[1] Controller – *“means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data”*

[2] Processor – *“means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller”*