

ACTIOS Ltd

Data Privacy Notice

This policy notice summarises how ACTIOS Ltd. uses and protects any personal information that it may hold.

The Data Controller is the ACTIOS Board of Trustees and it is the Board of Trustees that controls how your personal data is processed and for what purpose.

If a person is asked to provide information by which they can be identified, when supporting ACTIOS Ltd. or using the ACTIOS Ltd. Website, they can be assured it will only be used in accordance with this privacy notice.

The Data Controller may change this policy notice from time to time. It will be the data subjects' responsibility to check this data privacy policy periodically to ensure that they are happy with any changes.

Personal information

Contact details may, depending upon the role/posts that are held, be used to maintain contact with our data subjects by distributing information on events and activities and when requesting statistical and financial information relating to activity the data subject is connected to.

Any personal details submitted through the events sections of ACTIOS Ltd. Or the ACTIOS website will be used only for the purposes of administration of those activities or adverts.

Controlling data subject's personal information

The Data Controller will not sell, distribute or lease data subject's personal information to third parties unless we are required to do so by law. It may be shared within the structures of ACTIOS Ltd. within the Scripture Union Organisation.

Data subjects may, under the GDPR and Data Protection Act 2018, request details of personal information which ACTIOS Ltd. holds about them. If a data subject should require a copy of this information they should contact the Data Controller, or any member of the Board of Trustees.

If a data subject believes that any information that the Data Controller is holding is incorrect or incomplete, or wishes to change the use of their personal information, they can request a change at any time by emailing the Data Controller at office@ACTIOS.org.

If a data subject believes that the Data Controller has not managed their information correctly, the data subject may make a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

What ACTIOS Ltd. collects

The Data Controller collects anonymised data from visits to the ACTIOS website for analytical purposes via our use of cookies as explained below. If a data subject has completed a booking form online then the following is documented:

- Name
- Address
- Telephone number
- Email address

What ACTIOS Ltd. does with the information we gather

ACTIOS Ltd. requires the information gathered to ensure that the data submitted via forms, correctly identifies the data subject as having permission to upload the data they may be submitting. The information is used to maintain normal business processes. The information may also be used for the following reasons:

- Internal record keeping
- To improve our website

How long does ACTIOS Ltd. keep the information?

Personal information is kept within the database whilst a person is in a position within ACTIOSd Ltd. It will then be deleted, unless required for record keeping.

Security

The Data Controller is committed to ensuring that data subject information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected online and physically.

How cookies are used on this website

A cookie is a small file that asks permission to be placed on the visitor's computer's hard drive. When added, the cookie helps analyse web traffic and tracks when a particular part of the website is visited. Cookies allow web applications to respond to individuals.

A cookie does not allow the Data Controller access to visitors' computers or any information about them, other than the data that is shared with us.

This website uses 'cookies' to make the site more useful to visitors. Most web browsers automatically accept cookies, but visitors can usually modify their browser setting to decline cookies if they prefer. However, this may prevent them from taking full advantage of the website.

Links to other websites

"The ACTIOS" website may contain links to enable visitors to easily visit other websites of interest, or complete a form. However, once these links have been accessed and the visitor has left *"The ACTIOS"* website, it is important to note that *ACTIOS* does not have any control over that other website. *ACTIOS* therefore cannot be responsible for the protection and privacy of any information provided by a visitor whilst visiting such sites, and such sites are not governed by this privacy notice.

Visitors should exercise caution and look at the privacy notice applicable to the website in question.

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