

PRIVACY NOTICE for SCiP ALLIANCE Thriving Lives platform

The University of Winchester acts as both a 'Data Controller' and a 'Data Processor' for the personal information contained within the Thriving Lives Platform. This notice sets out how we will collect, use, and protect your data in connection with each role.

When acting as a Data Controller

1. When you register to use the SCiP Alliance Thriving Lives Toolkit we will collect certain data about you:
 - Your name
 - Your job title and employer/organisation (where applicable)
 - Details about your employer (sector, phase of education, age range)
 - Your employer's address and postcode
 - Your email address
2. Your personal data will be used in order to administer your use of the Thriving Lives Toolkit and associated platform and therefore to fulfil our agreement with you. Details about your employer will be used to analyse the data, including trends in responses to individual questions and to evaluate uptake and use of the Toolkit and other tools on the platform.
3. We will not share your personal data with another organisation without your consent.
4. When you use the Thriving Lives Toolkit by sending out questionnaires, you agree to share anonymised quantitative responses with the University of Winchester for the purposes of research. This will include statistical analyses of data provided by users. Neither you nor your employer will be identifiable from the data or through any use that we make of it.
5. We will retain indefinitely and anonymise your quantitative responses, along with your employer's postcode. This is in order to facilitate longitudinal analyses. When we do this, neither you nor your employer will be identifiable from the data. You have the right to withdraw all of your entries, including your quantitative responses.

When acting as a 'Data Processor'

6. The University of Winchester acts as a 'data processor' for the personal data stored in the platform in the form of the qualitative responses to the questionnaires.
7. We do not access this personal data. It is in the sole control of the organisation issuing the questionnaire.

When acting as both a 'Data Controller' & 'Data Processor'

8. All personal data will be stored on a secure limited access system. All data, including backups will be stored within the EU.
9. We will retain your data for as long as you are an active user of the Thriving Lives Toolkit. Should a period of 24 months elapse from your last login we will:
 - (a) Delete your personal data and toolkit user account
 - (b) Delete your qualitative responses to the toolkit questionnaire
10. You have certain rights regarding the use of your data. You have the right to: obtain a copy of the personal data we hold about you; ensure that data is correct; have that data deleted; the portability of your data; and object to how we are processing your data.
11. You can contact us regarding your data by emailing info@scipalliance.org or by writing to: SCiP Alliance, Winton Building 165, The University of Winchester, Sparkford Road, Winchester

SO22 4NR. You can also contact the Data Protection Officer, Stephen Dowell (stephen.dowell@winchester.ac.uk).

12. If you are dissatisfied with our handling of your data, you may raise a complaint with the University of Winchester via complain@winchester.ac.uk
13. You also have the right to lodge a complaint with the Information Commissioner's Office. You can do so by visiting www.ico.org.uk, calling 0303 123 1113, or writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.