

PRIVACY NOTICE for SCiP ALLIANCE Thriving Lives platform

This notice sets out how we will collect, use, and protect your data in connection with the SCiP Alliance Thriving Lives Toolkit.

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 data, including trends in responses to individual questions and to evaluate uptake and use of the Toolkit and other tools on the platform. These details will be stored on a secure limited access system.
3. We will not share your personal data with another organisation without your consent.
4. By registering for an account you give your consent for us to hold your data and contact you about related products, services and events in the future.
5. When you complete the Thriving Lives Toolkit questionnaire you agree to share anonymised 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. The qualitative responses that you give will not be shared with the University of Winchester.
6. We will retain your personal information 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
7. 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.
8. 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.
9. 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. For the purposes of this statement the data controller is the University of Winchester and our data protection officer is Stephen Dowell (stephen.dowell@winchester.ac.uk).
10. If you are dissatisfied with our handling of your data you may raise 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.