

# Taking Part Website Private Policy Notice



Changing Times; Changing Lives

## Privacy Policy Notice Taking Part

This privacy policy notice is for this website; [www.takingpart.co.uk](http://www.takingpart.co.uk) and served by Taking Part. Louise House, Roman Road. Shrewsbury. Shropshire SY3 9JN and governs the privacy of those who use it. This website is hosted by Wix.com. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

### Policy key definitions:

"I", "our", "us", or "we" refer to the business, Taking Part.

"you", "the user" refer to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a users computer or device.

### Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are registered with the ICO under the Data Protection Register, our registration number is: **Z9790891**

Lawful basis: Consent

The reason we use this basis: Consent is given by emailing Taking Part via the website for IAG.

We process your information in the following ways: With reference to clients contacting Taking Part via Taking Part's website for information advice or guidance;- All information pertaining to a client is stored electronically in a secure online portal in line with the General Data Protection Regulation or (in some cases) stored in locked filing cabinet in a locked office. Staff members who take clients personal data away from the office are required to transport this data in a locked case. Staff members are required to store any client personal data in a locked case in locked premises. Staff must be free to discuss their individual workload and issues of any nature with the Charity Manager. This is essential for the protection and well-being of all parties.

Data retention periods;

All clients' information will be held for 7 years after termination of contract, in line with Local Authority and other funding bodies requirements.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

### Your individual rights

Under the GDPR your rights are as follows. You can read more about your rights in details [here](#);

the right to be informed;

the right of access;

the right to rectification;

the right to erasure;

the right to restrict processing;

the right to data portability;

the right to object; and

the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Wix.com website host statement;-

We use cookies for this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

Some cookies are required to enjoy and use the full functionality of this website.

Wix.com use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

## Taking Part Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

## Transparent Privacy Explanations

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

## Links

Our website may contain links on some pages.

Clickable links may be displayed as a website URL like this;  
<https://www.ageuk.org.uk/>

Clicking on any links may track your actions by using a cookie saved to your device. You can read more about cookies on this website above. Your actions are usually recorded as a referral from our website by this cookie.

If you have any concerns about this we suggest you do not click on any links found throughout the website.