

Digital Unite Privacy Policy



V1

**Rules for keeping your
information private and safe**



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About this booklet



This booklet is about:

- Information we may have about you
- How we use the information for our work
- How we keep your information private and safe



There are rules about how we must keep your information.

The rules are called the General Data Protection Regulation.

The rules started in May 2018.

What information might we have about you?



Sometimes we might have some information about you.

For example, if you use our website, use our services or support our work.

This information will be things like:

- Your name, address, age, phone number or email address
- Your age
- The area you live in



We have this information because:

- You share it with us
- You share it with other organisations that we work with



Why we keep information about you and other people



Keeping information about people helps us do much better work.



For example, information about you and other people helps us know:

- The best way to give you information and keep in touch
- The training that you have completed
- The people who have been helped by you
- What information you want from us

How we can get information about you

1. You might share information with us



For example, you might give us information about you when you:

- Sign up to our newsletter
- Sign up on our website for an account, our training or an event
- Get help from one of our Digital Champions to learn something new

2. You might share information with other organisations we work with

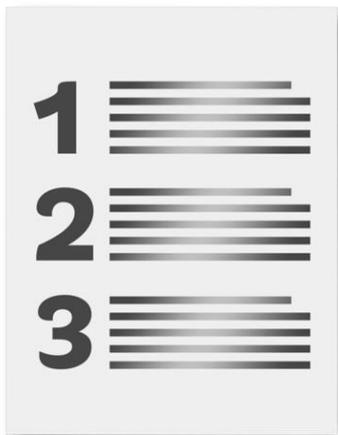
There are organisations that we work with or do work for us.

These organisations might take some information from you and give it to us.





The organisations can only give us information about you if you agree first.



It is best to check the organisation's rules about how they use your information.

The rules are often called a **privacy policy**.



3. We might get information about you from our website and other places

We might get information about you if you use social media, like Twitter, Facebook and WhatsApp.



We can do this if:

- You agree first
- You write something on our Facebook page or other social media pages



Our websites

When you use our websites, we can get some information like:

- What kind of computer or phone you are using
- What web pages you look at when you look on our website
- The area you are in when you look at our website (but not where you live)

This information helps us know how to make our website better.



We also use things called cookies.

Most websites use cookies.

They help websites remember information about you.



For example, when you fill in information on our website it may remember the information next time you visit the website.

If you visit another website from a link in our site these rules do not apply.

You will need to check the **privacy policy** for that website.

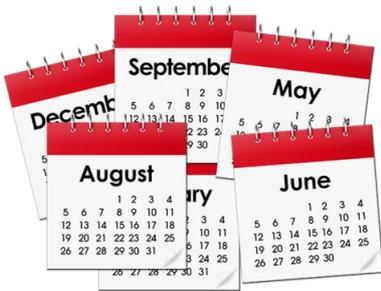
How we keep your information private and safe



We are in charge of your information at all times.

We will:

- Keep all information about you safe. For example, information on our websites and computers. We follow laws and rules about this
- Tell you when we have information about you and how we will use it
- Keep the information only as long as we need it
- Ask you before we share your information





We will:

- Use your information in a good and fair way at all times
- Make sure our staff and organisations we work with know how to keep your information safe

What to do if you are not happy with this



You can say if you are not happy with the information we have about you or how we use it.

For example, you can:

- Ask us to stop sending you emails or letters about our work.



You can click on the link in the email called **unsubscribe** to do this.



You can:

- Ask us for a copy of the information we have about you
- Ask us to change any wrong information about you



Ask us to delete (get rid of) information we have about you if you think there is a good reason.

We will see if we can do this or not.



Ask us to stop using your information for our work.

We will still keep your information if so. But we will stop using it for our work.



To change the information you get from us

You can edit your account on our Networks

www.digitalchampionsnetwork.com



Or phone us on **0800 228 9272**



Or email **du@digitalunite.co.uk**

Making a complaint



You can complain to us if you think we have used your information in the wrong way.

If you want to do this, please write to:

Data Protection Officer
123 Golden Lane
London EC1Y 0RT

Or email: du@digitalunite.co.uk



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