



## Privacy Notice – Positive Futures’ website

### **Purpose of this privacy notice**

This privacy notice serves to meet the obligations of your right to be informed under the General Data Protection Regulation (GDPR) 2018 which requires that data controllers provide data subjects with privacy information.

Positive Futures is a data controller meaning the organisation determines the purposes and means of processing personal data held about you. A data subject is an identifiable and living individual to whom personal data relates.

Processing personal information involves obtaining, recording, holding or carrying out any operation or set of operations including:

- organisation, adaptation or alteration
- retrieval, consultation or use
- disclosure by transmission, dissemination or otherwise making available
- alignment, combination, blocking, erasure or destruction.

### **The categories of personal data obtained**

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier e.g. name, identification number, location data or online identifier. Positive Futures processes the following personal data about you:

- Name
- Email address
- IP address.

Positive Futures will not process any special category data about you.

### **The source of the personal data, details of whether individuals are under a statutory or contractual obligation to provide the personal data and the retention periods for the personal data**

We obtain your data when you visit our website and if you complete and submit the Contact Us form<sup>1</sup>.

We will hold records that contain your data for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule (RRDS).

---

<sup>1</sup> You are not under any statutory or contractual obligation to provide us with your personal data.



## **Privacy Notice – Positive Futures’ website**

### **Purposes of processing**

We process your data so that we can analyse and report on visitors to our website and so are able to respond to the request you have made through the Contact Us form, where applicable.

### **Lawful basis for processing and the legitimate interests for the processing**

Positive Futures process your personal data because we have a legitimate interest in analysing and reporting on visitors to our website and responding to requests made using the Contact Us form.

### **The rights available to individuals in respect of the processing**

Depending on the purpose and legal basis for processing your data you will have different rights. Under the GDPR, some of your rights are ‘qualified’ meaning there may be circumstances where some of your rights do not apply.

- You may have the right to access to your data. You can do so by submitting a Subject Access Request Form (available on our website)
- You may have the right to have your data erased
- You may have the right to have the processing of your data restricted
- You may have the right to have your data rectified if it is incorrect or completed if it is incomplete
- You may have the right to data portability meaning you may obtain and reuse the data we hold about you for your own purposes across different services
- You may have the right to object to your data being processed.

### **The recipients or categories of recipients of the personal data**

Your personal data is shared internally on a need to know basis.

Positive Futures use data processors who are responsible for processing your data on our behalf such as web analytics services.

### **The details of transfers of the personal data to any third countries or international organisations**

Your data is not transferred to any third countries or international organisations.



## Privacy Notice – Positive Futures’ website

### **The details of the existence of automated decision-making, including profiling**

We do not process your data for the purposes of automated decision-making, including profiling.

### **The name and contact details of our organisation / representative / data protection officer**

For further information, please contact the Information Manager at:

- Head Office, 2b Park Drive, Bangor, BT20 4JZ
- 028 9147 5720
- [info@positive-futures.ie](mailto:info@positive-futures.ie)
- <https://www.positive-futures.ie/contact-us>

### **The right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with the Data Protection Commission (DPC) if you are concerned about Positive Futures’ information rights practices. Visit [www.dataprotection.ie/Raise-a-Concern/](http://www.dataprotection.ie/Raise-a-Concern/) for further information or call their helpline on +353-57-868-4800 or email [info@dataprotection.ie](mailto:info@dataprotection.ie)