**UpLiftNow Privacy Policy**

Please read this privacy policy carefully before using the UpliftNow website

**Scope of policy**

For the purpose of this document, the Data Protection Legislation shall mean any data protection legislation from time to time in force in the UK including the Data Protection Act 1998 or 2018 or any successor legislation and (for so long as and to the extent that the law of the European Union has legal effect in the UK) the General Data Protection Regulation ((EU) 2016/679) and any other directly applicable European Union regulation relating to privacy.

**Who we are**

UpLiftNow is a platform to allow the creation and delivery of online health and wellbeing advice and training to its users. MindLife are the "data controller" for the purposes of the Data Protection Act 1998 and (from 25 May 2018) the EU General Data Protection Regulation 2016/679 ("Data Protection Law").  This means that we are responsible for, and control the processing of, your personal information.

**The data we collect**

MindLife is committed to safe guarding the privacy and security of all our users. This following details the type of information we may collect about our users using the UpLiftNow content creation service Information is only collected if the user creates an account for uploading content.

**Standard Personal Information**

* Your name, your email address and an optionally entered user profile including profile picture

**How we collect and store your information**

We collect personal information from you through the UpLiftNow website. Records are stored in a secure electronic environment. All MindLife staff and their contractors have a legal and contractual responsibility to respect the confidentiality of information and access to that confidential information is restricted to only those who have a reasonable need to access it. MindLife staff and their contractors all undergo regular training in how to manage and keep data safe and secure.

**Purpose of processing your information and the legal basis for the processing**

Legitimate interest is the legal reason why we process your personal information. Taking into account your interests, rights and freedoms, we use legitimate interests to allow us to process your personal information. These interests include:

* Providing services for you directly and updating you about service features and changes
* Keeping our records up to date for your benefit

**Disclosing your personal data**

We only disclose personal information about you for if it is required by law

**Recipients of your personal data**

Your relevant data will not be shared with any third parties. We will not use your information for any other purposes such as sales and marketing.

**Details of transfers and safeguards**

Your data will remain within the European economic area or countries that are accepted by the European Commission of having adequate arrangements in place and will be held in secure data centres. Mindlife are registered with the ICO under the data protection act and our registration number is **ZA527795**

**Retention period**

We retain your data for periods that are determined by a number of factors including:.

* Your use of the website and the period that it has been since you last used any account that you might have created.
* In the absence of any of the above factors determining the retention period then our general retention period for this data is 2 years.

**Your rights**

Your rights under GDPR are as follows

* a right of access to a copy of the information comprised in your personal data
* a right to object to processing that is likely to cause or is causing damage or distress;
* a right to prevent processing for direct marketing;
* a right to object to decisions being taken by automated means;
* a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
* a right to claim compensation for damages caused by a breach of the Act

You have a right to apply for access to your personal data of which you are subject, a right to a description of the data, the purpose of the processing and if the information is to be shared, who it will be shared with. This information or any actions arising from the request will be carried out within one month of the request being made.

The data protection officer responsible for dealing with individual rights requests and can be contacted using the email address: dataprotectionofficer@mindlife.net

**Links to other websites and services**

Our websites, services, products and solutions may contain links to other websites, products or services. Once you have used these links to navigate away from our site, you should note that we do not have any control over that other site. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the sites in question before entering any personal information on those sites.

**How we use cookies**

'Cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device, like your computer, mobile phone or tablet when you visit a website. They let websites recognise your device, so that the sites can work more effectively, and also gather information about how you use the site. A cookie, by itself, can't be used to identify you. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We use three categories of cookies defined by the International Chamber of Commerce:

* Strictly necessary cookies are essential for you to move around our website and to use its features, like our shopping basket and your account.
* Performance cookies collect anonymous information about how you use our site, like which pages are visited most.
* Functionality cookies collect anonymous information that remember choices you make to improve your experience, like your text size or location. They may also be used to provide services you have asked for such as watching a video or commenting on a blog.

**Objections/Complaints**

Should you have any concerns about how your information is managed by MindLife, please contact the MindLife Data protection Officer by email: (dataprotectionofficer@mindlife.net). If you are still unhappy following our review, you can then complain to the Information Commissioners Office (ICO) via their website (https://ico.org.uk/).