



Drink Drug Hub Online Booking Form

Privacy Notice

This privacy notice covers the collection and use of data through the Drink Drug Hub website and the process of arranging training with you.

It does not cover the uses of data within training sessions. For information about this please contact drinkdrughub@nyhorizons.org.uk.

Accountability

Drink Drug Hub has been created and is maintained by Humankind Charity who collect and manage your personal data. Humankind Charity protect and control your data (we are a 'Data Controller' as defined by UK GDPR).

How We Collect Your Data & What We Collect

We collect your personal data when you book a training course. We ask for your name, email address, confirmation of your age and the geographical region in which you live or work.

You can also choose to provide a telephone number.

Using Your Information Lawfully

Humankind has a lawful basis to collect your name and email address, age and location, this is called 'legitimate interest,' as defined by UK GDPR.

This means it is reasonable to expect us to ask for this information so that we can provide our online training.

We will ask for your consent to collect your telephone number, and we will also ask your consent to add you to our mailing list as this is called 'Direct Marketing'. When we ask your consent, you can change your mind at any time, called "withdrawing your consent".

Your Data Rights



You can **object** out of your data being processed by Humankind where we have said this is a legitimate interest.

You can **withdraw your consent** for us to retain your phone number or to use your data direct marketing preferences.

Please email caldicott.guardian@humankindcharity.org.uk to do this. Please mention that your request is about data collected on the “NYH Drink Drug Hub website” . We recommend that you also copy drinkdrughub@nyhorizons.org.uk into the email.

Where we process on legitimate interests, we will respond to you within one month of your rights request, and if we cannot agree to your objection/opt out, we will tell you and explain why.

Where we process your data and have sought your consent, if you tell us you wish to withdraw consent, we will follow your direction as soon as possible and within one month.

Sharing Your Information with Others (also called third parties)

Your data is not shared with any other individuals or agencies, *except* in circumstances where we are required to do so to prevent serious harm. This is unlikely to arise through our website and emails as we have minimal contact with you because the purpose of using your data, is to send you the information about the training.

Storing Your Information

Your data is stored on a password protected spreadsheet accessible only by members of staff working on Drink Drug Hub.

The servers used to store your data are owned and maintained by Humankind. Humankind complies with Cyber Essentials and IASME level 1 information security standards.

Keeping Your Information (also called retention)



Your data will be retained for the duration of the Drink Drug Hub project or until you request for your data to be removed. We will also contact you periodically to confirm that you are still happy for us to retain your data.

Contact Us

You can contact us at drinkdrughub@nyhorizons.org.uk

Complain To Us About How We Use Your Data

Complaints about how we use your data can be made directly to our Caldicott Guardian.

You can contact them at caldicott.guardian@humankindcharity.org.uk