

## **PRIVACY POLICY**

BeeThe1ToHelpSomeone takes great care to safeguard personal data provided by our supporters and to process this data fairly and lawfully in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) which came into force at the end of May 2018.

### **When will I need to provide my details?**

We may collect personal information (for example your name, your postal address, your email address, your date of birth, or your telephone number) from you when you:

- Sign up for one of our email newsletters
- Register for an event
- Sign up to any login area on our website
- Order materials
- Get involved with us in any other way.

### **Why do you need my details and how do you use them?**

The main reason we need your personal details is so that we are able to communicate with you and keep you informed about what we're doing and opportunities for you to get involved in our campaign.

We will only contact you if you tell us that you are happy for us to do so (this is 'opting-in'), usually when you fill in one of our forms on our website. When you sign up you will be able to specify what areas you are interested in and what topics you are happy for us to contact you about.

### **What if I don't want you to use my details anymore?**

If you ever change your mind about whether you want to hear from us then you can always amend your preferences by clicking on the link at the bottom of our emails. Alternatively, you can contact us at: [info@time-to-change.org.uk](mailto:info@time-to-change.org.uk)

### **Why do you ask for information about my interest in mental health?**

Sometimes we may ask you what your link is to mental health. For example, if you have a mental health problem yourself or if a friend or relative does. We ask for this information so that we can understand more about the people who support us. It can help us to provide you with information that is more relevant to you and it can help us represent you better in our campaigning work. If you are happy for us to keep this information we will treat it with strict confidence. If you do not want us to have this information you do not need to supply it. However, please note that some of the activities we encourage BeeThe1ToHelpSomeone Champions to get involved with are only available to people who have personal experience of mental health problems.

### **How do you keep my information secure?**

We will take precautions to prevent the loss, misuse or unauthorised alteration of personal information you give us. For example, our website does not store your personal information when you enter it into one of our contact preference forms - it links directly to our secure database.

We may send communications to you by email. E-mail is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

### **Do you pass my details on to any other organisations or individuals?**

Any information you provide us is held in strictest confidence. We will never sell your data to another organisation. If we ever need to send data to a third party working on our behalf e.g. a mailing house, we will make sure the company we use has signed a data processing agreement with us, so that they are bound to take care of your data in the same way we do.

We have strong links with our charity partners Mind and Rethink Mental Illness but we do not transfer any personal data between our organisations.

### **Access rights**

You have the right to request copies of your personal information within our custody and control, and details of how we use that information. BeeThe1ToHelpSomeone will always endeavour to keep accurate and up to date information on you but if you think any of the personal information we hold about you is inaccurate, you may also request it is corrected.

In relation to all of these rights, please email us at [beethe1tohelpsomeone@gmail.com](mailto:beethe1tohelpsomeone@gmail.com)

### **How do you use cookies on this website?**

We sometimes place small data files on your computer. These are known as cookies and their use is standard across most websites. There are several types of cookie and they have different functions or uses. For example, some cookies help us improve the experience of our website or help us tailor our services to you.

The cookies on our website are used to improve visitors' experience and are not used to identify you personally. We have a visible banner to remind users that by using our website they consent to our use of cookies. Internet browsers normally accept cookies by default. However, it is possible to set an internet browser to reject cookies. For more information about cookies and the website management tools we use please read our cookies policy.

## **COOKIES POLICY**

This website uses 'cookies' - pieces of data which are stored on your computer. This Policy explains how we use cookies on this website.

A "cookie" is a small text file that is placed on a website user's device/computer hard drive by a website. There are several types of cookie and they have different functions or uses. For example, some cookies help us improve the experience of our website or help us tailor our services to you.

The main type of cookie we use is called a session cookie. We use these for a variety of site functions such as remembering your log-in for you and what you've put in your basket when ordering from our resources platform. Without this than various functions on the website would not work properly.

### **Site Analytics and Performance**

Google Analytics – we use this tool to understand how the site is being used in order to improve it for our users by making it easier to use and more accessible. User data is all anonymous. [Read Google's Privacy Policy](#) and [Terms of Use](#).

Google reCAPTCHA – to prevent spam and bots when submitting forms, such as those used to sign up to events. Read Google's [Privacy Policy](#) and [Terms of Use](#) >>

Wix is the developer of the website we use. Read Wix Policy

### **Link tracking**

We sometimes use a short tracking code on links we send out in email newsletters and post on social networks. We cannot use this to identify people personally. It is used to understand how people share and respond to our communications to help us improve them.

### **Blog comments**

To comment on a blog you must provide your email address. This is in order to help us reduce spam comments and to notify you of replies to your comment.

### **“Social sharing” buttons**

We use “social sharing” buttons on many pages of our site to allow users to easily share the pages with their friends on social networks. This is done using a tool called ShareThis and includes buttons for Twitter, Facebook “Like”, Google +1 and LinkedIn.

At the bottom of each page of the site there is a “Social section” that shows information about BeeThe1ToHelpSomeone to Change's profile on Facebook, Twitter and YouTube. If you are logged in to Facebook than a tool called Facebook Connect is used to show you which of your friends also “Likes” BeeThe1ToHelpSomeone.

These social features use scripts from domains outside of BeeThe1ToHelpSomeone.. These sites may be collecting information about what you are doing across the web. You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

### **External web content**

Sometimes we embed content from external websites on our BeeThe1ToHelpSomeone website. The most common kind of content embedded are videos from YouTube. Similar to the “social sharing” buttons these services may collect statistics and information on your use of the embedded content.