

Company Name	Still Human
Document	Privacy Policy
Topic:	Data Protection
Date:	March 2024
Version:	4

Introduction

All services available are provided by Staff Well Being Ltd T/A Still Human, part of The Edwin Group, 5th Floor, Westfield House, Charter Row, Sheffield, S1 3FZ (**the Company/we/us/our**).

Please read the following Privacy Policy which explains how we use and protect your personal information. This Privacy Policy applies to the use of all our services and website (and web-based services) on which a link to this policy appears (the 'Sites').

For the purpose of the Data Protection Act 2018 and the UK General Data Protection Regulation (the 'GDPR') (together, the 'Data Protection Legislation'), the Data Controller is the Company and all services are provided by the Company. We take your privacy seriously and we are committed to keeping your information private. To the extent we are required by law, we have notified the United Kingdom's Information Commissioner's Office that we will process your personal information in accordance with the Data Protection Legislation (as defined above) and our registration number is ZB537429.

This Privacy Policy covers:

1. Personal information we collect about you and how we collect it
2. Our legal basis for collecting and using your personal information
3. How we will use your personal data
4. Data retention, data security and transfers of personal information outside of the UK
5. Overseas transfer
6. Your rights – accessing, erasing and updating your personal information
7. How to unsubscribe from any email alerts that you receive
8. Changes to our Privacy Policy
9. Legal and contact information

1. Personal information we collect about you and how we collect it

The Company is a wellbeing training provider. The Company must process personal data (including sensitive personal data) necessary to enable us to provide our workshops and courses to you.

Information that you provide to us directly

We will collect personal information whenever you or your organisation contacts us and provides us with information required on our booking forms so that we are able to identify you, including when you contact us by phone, email or when you or your organisation books on to a course or workshop.

During the booking process, we collect information via our website and our booking forms. We also collect data at our events through forms handed out at the event. The only personal data we capture is stated on those forms and includes

- Name; and
- Contact details (work email address, telephone number)

Information that we automatically collect (including use of 'cookies')

We automatically gather certain limited information about your visits to our website www.stillhuman.co.uk. This includes demographic data and browsing patterns. Information automatically received includes your IP address (which identifies the computer or device that you use to access the Sites), the time and date of your visit, browser, operating system, internet connection details, as well as a breakdown of your journey through our Sites and content that you searched for. This is used to build up professional and marketing profiles, to aid strategic development, to potentially prevent fraudulent or other criminal activities and to audit usage of the Sites.

We also collect personal data from website users through cookies and Google Analytics, a web analytics service provided by Google, Inc. (Google). Google Analytics uses "cookies", which are text files placed on your computer to help analyse how you use the website. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the USA. Google will use this information for the purpose of evaluating your use of our website, compiling reports on your activity for us and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this your ability to use our website may be restricted. By using the website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

We automatically collect technical information about the device you use to visit our website, including your IP address, browser type / version and related settings. We also use cookies to monitor website use and how you interact with it.

Use of cookies

For further information please see our Cookies Policy at www.stillhuman.co.uk and for more independent information about cookies, visit www.aboutcookies.org.

2. Our legal basis for collecting and using your personal information

Data Protection Legislation mandates that any personal information can only be used where there is a lawful basis to do so. The data is necessary for the performance of the contract which we have with you (i.e. to provide our workshops and courses to you or to your organisation) and to respond to related enquiries.

You have consented to the use of your personal information by us for your attendance at our events and to hear about related events in future. We rely on this to be able to provide you with marketing for our services that are either similar to those you have already received from us, or that we think may be relevant to you.

Where we rely on your consent to process any of your personal information, you may revoke your consent at any time and unsubscribe from any marketing communications we send to you. If you think we have sent you any marketing communications in error, or against your preferences, please let us know promptly.

3. How we use your personal information

We will use your personal information to enable us to provide our services to you, attend our courses, receive materials and course content from us, and enable you to use the website.

We host all personal data relating to contacts we liaise with in connection with our services through our wider group databases, and access to that data is made available to other companies within the Edwin Group and may be used for marketing and data analytics purposes.

It is your responsibility to ensure that any information submitted as part of the registration process is accurate and up-to-date. If you think that any information we hold is submitted in error, or is inaccurate or incomplete in any way, please contact dpo@stillhuman.co.uk

4. Data retention, data security and transfers of personal information outside of the UK

The Company will retain your personal data only for as long as is necessary to enable you to attend our events or receive marketing communications from us. Where you receive marketing from us, or attend our events, your data will be retained as an active user. Where you opt out of communications and do not attend our events, we will remove your data from our database.

Where we are using your details for direct marketing, we will keep such data until you notify us to delete the data or withdraw your consent.

We will take all necessary steps to ensure that the privacy of information is maintained for the period of retention.

5. Overseas transfer

We take steps to protect your personal information from unauthorised access and against unlawful processing, accidental loss, destruction and damage. We will only keep your personal information for as long as we reasonably require and for the activities we have detailed above.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will take steps to protect your personal information, we cannot guarantee the security of your data transmitted via email and/or our website - any transmission is at your own risk.

The personal information that we collect from you will, where possible, be stored and processed within the UK or Ireland but will also be accessed by employees of companies affiliated with Still Human who are based outside of the EEA (specifically, working from Australia and South Africa).

Where your personal information is transferred, stored or processed outside of the UK, we will take all steps necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy and applicable data protection laws. Any employees who access your personal data from outside the UK do so subject to written duties of confidentiality in accordance with their contracts of employment or engagement.

6. Your rights – Accessing, erasing and updating your personal information

You have the right to access the personal information we hold about you and to ask us to:

- make any changes to ensure that any personal information we hold about you is accurate and up to date
- erase or stop processing any personal information we hold about you where there is no longer a legal ground for us to hold it, or
- transfer any information we hold about you to a specified third party.

Should you wish to take any complaints or queries further, you have the right to contact the Information Commissioner's Office regarding such issues. Further information about how to make a complaint can be obtained at www.ico.org.uk or by telephoning 0303 123 1113.

7. How to unsubscribe from any email alerts you receive

If you have elected to receive information about our products or services or the products or services offered jointly with or on behalf of other organisations and would like at any time to unsubscribe from this service, please email us at dpo@stillhuman.co.uk or click on the "unsubscribe" link at the bottom of an email.

8. Changes to our Privacy Policy

The Company may amend this Privacy Policy at any time and where we make material changes to it, we will provide notice on our website. By continuing to use our services and/or our Sites, you agree to the updated Privacy Policy. If you do not agree to any changes that we make, you should not use or access (or continue to use or access) our services and/or our Sites.

9. Legal and contact information

The registered office of the Company is:

5th Floor, Westfield House, Charter Row, Sheffield, S1 3FZ

We will use all reasonable efforts to answer any questions or resolve any concerns regarding your privacy promptly.

All comments, queries and requests relating to our use of your personal information are welcomed (including in relation to transfers of personal information outside the EEA). If you would like to contact us queries should be addressed to The Data Protection Team at the above address; or by email at dpo@edwin.group