

Privacy and Cookies Policy

Restored Lives ("We", "Us") is committed to protecting and respecting your privacy. This Privacy and Cookies Policy ("Policy") (together with any other documents referred to therein) sets out the basis on which the personal data collected from you, or that you provide to Us will be processed by Us. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation ("GDPR", from the GDPR implementation date) or, until GDPR implementation date, the Data Protection Act 1998, (collectively the "Data Protection Laws") the Data Controller is Restored Lives (charity no.1152381).

1.1 YOUR PERSONAL INFORMATION

Information we collect from you

We collect and process some or all of the following types of information from you in the course of your use of our website or your involvement in our courses or similar services:

- Information that you provide by filling in forms on the Website or as part of the registration process for our events, programmes or newsletters. We may also ask you for further information when you contact us via the Website.
- Specifically, personal details such as name, email address, address or any information you input when using our Website, completing our survey forms and using our Services.
- If you contact Us, We may keep a record of that correspondence.
- We may also ask you to complete surveys that We use for research purposes, although you do not have to respond to them.
- Details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access and download.

1.2 USES MADE OF YOUR INFORMATION

Lawful basis for processing

We rely on your consent as provided when you enter your details or otherwise sign up to using our Services as the lawful basis on which We collect and use your personal data.

If We enter into a contract with you, We rely on performance of a contract as the lawful basis on which We collect and use your personal data.

We may also rely on legitimate interests as the lawful basis on which We collect and use your personal data. Our legitimate interests are supporting people through separation and divorce, creating and delivering a course and resources to do this and campaigning to reform the divorce process to reduce its harm on children, families and wider society.

Purposes of processing

We use information held about you in the following ways:

- To provide you with our services, which may include connecting you with relevant organisations such as charities, churches and professional service providers who offer relevant services e.g. Mediators, solicitors, IFA, parenting specialists;
- To ensure that content on the Website is presented in the most effective manner for you and for the device(s) you use to access and view the Website;
- To provide you with information and details of events that you request from Us or which We feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and Us.
- To allow you to participate in interactive features of our service, when you choose to do so. (WhatsApp) We create WhatsApp groups during our courses to facilitate interaction amongst members of small groups. This will mean that all members of a small group will be able to see and save the phone numbers of the others in their group. Participants will be asked if they wish to join and can leave these groups at any time. After the course We will no longer actively monitor or facilitate the groups but participants and Restored Lives team are free to continue to use them in a private capacity, at their own risk, to support each other informally. Your Direction workshop participants will similarly be asked if they wish to join and can leave these groups at any time. If they are under 17 the

contact person, parent or carer will be asked for permission to add them to the group and the group will be deleted at the end of the course.

- To notify you about changes to our service.
- To carry research on and measure our impact and effectiveness of our activities.

Marketing

In addition to the above uses We may use your information, to notify you about goods or services which may be of interest to you. Where We do this, We will contact you by electronic means (e-mail, WhatsApp) only if you have consented to such communication or where we have a lawful, legitimate interest in doing so. If you do not want Us to use your data in this way please either (i) tick the relevant box situated on the form on which We collect your data (for example, the contact form or registration form); (ii) unsubscribe from our electronic communications using the method indicated in the relevant communication; or (iii) inform Us at any time by contacting Us at the contact details set out below.

1.3 DISCLOSURE OF YOUR INFORMATION

We routinely disclose your personal data to third parties as follows:

- We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (e.g. if you have asked for a call/meeting with one of the mediators we work with). Due to the nature of our organisation, this may include disclosing your information to course leaders and the churches and community groups who host our courses

We may also disclose your personal data to third parties:

- if We are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions on the Website or any other contracts with you;
- to protect Our rights, property, or safety or that of our affiliated entities and our users and any third party We interact with to provide the Website; or

- in relation to other, selected third parties only, only to the extent that you have consented to such selected third parties notifying you about certain goods or services, which may be of interest to you.

Other than as set out above, and save insofar as is necessary in order for Us to carry out our obligations arising from any contracts entered into between you and Us, We will not share your data with third parties unless We have procured your express consent to do so.

1.4 STORING YOUR PERSONAL DATA

Security

We take appropriate measures to ensure that any personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

The Website may, from time to time, contain links to and from the websites of our partner networks and programmes, advertisers, social media sites and affiliates. If you follow a link to any of these websites, please note that some of these websites may have their own privacy policies and terms of use and that we do not accept any responsibility or liability for these policies and terms of use. Please check these policies before you submit any personal data to these websites.

Keeping your personal data up to date

If your personal details change you may update them by contacting Us using the contact details below. If you have any questions about how We use data collected which relates to you, please contact Us by sending a request by email to the contact details below.

We will endeavour to update your personal data within ten (10) working days of any new or updated personal data being provided to Us, in order to ensure that the personal data We hold about you is as accurate and up to date as possible.

How long we keep your personal data

We will hold Your contact details (name, email address, information about your business and other contact details) for five years from the last point of contact, provided that there is no statutory requirement to retain it for longer.

Where we store your personal data

The data that We collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for Us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services.

Such countries do not have the same data protection laws as the United Kingdom and EEA. Whilst the European Commission has not given a formal decision that such countries provide an adequate level of data protection similar to those which apply in the United Kingdom and EEA, any transfer of your personal data will be subject to a EU-US Privacy Shield (as permitted under Article 46(5) of the General Data Protection Regulation that are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data.

If you would like further information please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of the EEA or to any organisation (or

subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

1.5 YOUR RIGHTS

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Policy is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulation.

If you would like to exercise any of those rights, please:

- email Us at info@restoredlives.org;

1.6 HOW TO COMPLAIN

We hope that We can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

1.7 CHANGES TO OUR PRIVACY POLICY

We reserve the right to modify this Policy at any time. Any changes We may make to our Policy in the future will be notified and made available to you using the Website. Your continued use of the services and the Website shall be deemed your acceptance of the varied privacy policy.

1.8 INFORMATION ABOUT OUR USE OF COOKIES AND IP ADDRESSES

We may collect information about your mobile phone, computer or other device from which you access the Website including where available your IP address, operating system and browser type, for systems administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. We may, however, use such information in conjunction with the data We have about you in order to track your usage of our services.

Our Website uses cookies to distinguish you from other users of our Website. This helps Us to provide you with a good experience when you browse our Website and also allows Us to improve the Website. By using our Website you agree to our use of cookies as more specifically set out below.

A cookie is a small file of letters and numbers that We store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

The cookies We use include:

- "Analytical" cookies. They allow Us to recognise and count the number of visitors and to see how visitors move around the Website when they are using it. This helps Us to improve the way our Website works, for example, by ensuring that users are finding what they are looking for easily.

- “Strictly necessary” cookies. These are cookies that are required for the operation of our Website. They include, for example, cookies that enable you to log into secure areas of our Website, use a shopping cart or make use of e-billing services.
- “Functionality” cookies. These are used to recognise you when you return to our Website. This enables Us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- “Targeting” cookies. These cookies record your visit to our Website, the pages you have visited and the links you have followed to our affiliates websites. We will use this information to make our Website, offers e-mailed to you and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Please note that third parties affiliates may also use cookies, over which We have no control.

You may block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of the Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our Website.

1.9 CONTACT

All questions, comments and requests regarding this Privacy and Cookies Policy should be sent:

- by email at info@restoredlives.org;