



## FaithVersed Customer Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

### Our contact details

#### Telephone

UK: +44 (0)7481 940689 or ROI: +353 (0)8737 33851

#### Email

admin@faithversed.com

### What information we collect, use, and why

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Marketing preferences
- Records of consent, where appropriate

We collect or use the following information for **research or archiving purposes**:

- Names and contact details
- Personal information used for administration of research
- Personal information used for the purpose of research
- Records of consent, where appropriate

We also collect or use the following information for **research or archiving purposes**:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs

- Sexual orientation information
- Other information provided by participants in our *Insight* research panel or studies which may be connected to their personal details so as to be able to identify them within our organization

## Lawful bases

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent
- Legitimate interest:
  - o to provide marketing communications to those interested in FaithVersed

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- Consent
- Legitimate interest:
  - o to carry out services for our clients
  - o to carry out research to be made publicly available, and benefit the public or organisations within it

## Where we get personal information from

- People directly
- Schools, colleges, universities or other education organisations
- Councils and other public sector organisations
- Publicly available sources

## How long we keep information

The information listed above will be retained until further notice, or until removal is requested by the individual who holds this information or another individual who is legally able to act on their behalf.

This information will be stored either electronically or physical copies are to be made they will be stored in a lockable storage container. The policy applies to both electronic records and nonelectronic records.

Record name	Storage location	Personal responsible for storage	Controls for record protection	Retention time
Names and contact details	Electronically or lockable storage container	Emily Nelson	Only authorized persons can edit the files	Permanently
Marketing preferences	Electronically or lockable storage container	Emily Nelson	Only authorized persons can edit the files	Permanently
Personal information used for administration of research	Electronically or lockable storage container	Emily Nelson	Only authorized persons can edit the files	Permanently
Personal information used for the purpose of research	Electronically or lockable storage container	Emily Nelson	Only authorized persons can edit the files	Permanently
Records of consent, where appropriate	Electronically or lockable storage container	Emily Nelson	Only authorized persons can edit the files	Permanently

## Who we share information with

### Other organisations

- Organisations we're legally obliged to share personal information with

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** - When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

If based in Ireland:

Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland

Helpline number: (01) 765 01 00 or 1800 437 737

Website:  
<https://www.dataprotection.ie/en/individuals/exercising-your-rights/complaints-handling-investigations-and-enforcement-individuals>

## Last updated

24 April 2024