

# Sentinus Privacy Policy

At Sentinus, we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@sentinus.co.uk](mailto:info@sentinus.co.uk) or by writing to Sentinus, 19A Ballinderry Road, Lisburn, Co Antrim, BT28 2SA.

## Who are we?

Sentinus is an educational charity (Charity No. NIC102064) which promotes engagement in science, technology, engineering and maths to young people throughout Northern Ireland. More information about our work can be found at [www.sentinus.co.uk](http://www.sentinus.co.uk)

## How do we collect information from you?

It is necessary for us to record personal information when anyone wishes to register to participate in, or support, some of our programmes. This is usually done through registration forms but may also be when you contact us to enquire about our work.

## What type of information is collected from you?

The personal information we collect may include your name, email address, telephone number, address and any other information which is required to facilitate participation in our programmes. The amount of information we collect depends on the nature of your involvement in our programmes and will always be with your consent.

## How is your information used?

The purposes we use your information for may include:

- send you information about Sentinus programmes;
- process applications for Sentinus programmes that you have submitted;
- process your attendance at one of our events;
- register your interest in supporting one, or more, of our programmes;
- dealing with entries into competitions;

- manage our current and future relationships in helping provide opportunities for young people;
- carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- process a job application.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity.

## What legal basis do we have for processing?

We will normally process your data only with your consent. We may also process your data under contractual necessity to fulfil contractual obligations. We may also process your information to comply with a legal obligation or to protect your vital interests (e.g. in case of a medical emergency)

## Who has access to your information?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. Please be reassured that we will not release your information to third parties unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us about our programmes and opportunities for young people, then you can select your choices by ticking the relevant boxes on any form on which we collect your information. Alternatively, you can contact us directly by email [info@sentinus.co.uk](mailto:info@sentinus.co.uk) or telephone on 028 9262 7755. You also have the right to ask us to remove your details from our systems.

## How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact us.

You have the right to see copies of all the personal data we hold on you. You also have the right to make changes to that data or request that your data be deleted. To make a subject access request please contact us directly by email at [info@sentinus.co.uk](mailto:info@sentinus.co.uk) or telephone on 028 9262 7755. Alternatively you can write to us at Sentinus, 19A Ballinderry Road, Lisburn, Co Antrim, BT28 2SA.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Only authorised data processors can access your information stored on our systems and every precaution is taken to ensure it remains secure, including encryption, password protection and storage under lock and key for hard copy records.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.