

Manx Minds Privacy Policy/Fair Processing Notice

Email: <manxminds@gmail.com>

IOM Registered Business: #027508B

Purpose.

Manx Minds ("Manx Minds", "we", "our" or "us") is committed to protecting the privacy and security of your personal information. This fair processing (or Privacy) notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the Data Protection Act 2018. Manx Minds is registered Isle of Man Information Commissioner.

What is personal data, or personal information?

This means any information about an individual from which that person can be identified. It does not include data that has been made anonymous. We may be required to process your personal information however you contact us.

This fair processing notice is publicly available and promoted on our website. By contacting us you are agreeing to the processing of your personal data as described in this policy.

What is Manx Minds?

Everyone has mental health. At Manx Minds we believe that maintaining and improving mental health doesn't just happen. It is vital to know and understand the steps we need to take to maintain good mental health. Stress and anxiety are a normal part of life, but when issues such as these begin to overwhelm you, or someone you know, are you equipped with the right words and reactions to help and not hinder?

That is where we come in. We passionately believe that our training gives people the tools they need to care for themselves and others. We want to reduce the stigma surrounding mental health. We want break down the barriers and support people to stay well, recover, or manage their symptoms in order to thrive in learning, work and life.

Based in Ramsey, Isle of Man, Manx Minds' flagship course is the Mental Health First Aider® course, accredited by Public Health England. We are delighted to work with private companies, schools, the public sector, government and individuals who want to learn more about and improve their skills in dealing with a range of mental health and well-being issues.

Please note that ISUTS is not a clinical or medical service

Your Legal Rights Under certain circumstances.

You have rights under data protection laws in relation to your personal data.

These are:

- Right to request access to your personal data.
- Right to request correction of your personal data.
- Right to request erasure of your personal data.
- Right to object to processing of your personal data.
- Right to request restriction of processing your personal data.
- Right to request transfer of your personal data.
- Right to withdraw consent.
- Right to complain to the Information Commissioner and to appeal the outcome of your complaint.
- Right to not be subject to decisions based on automatic processing.

If you wish to exercise any of the rights set out above, please contact us at [<manxminds@gmail.com>](mailto:manxminds@gmail.com).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

Data Protection Principles.

We will comply with 2018 Act. This says that the personal information we hold about you must be:

- a) Used lawfully, fairly and in a transparent way.
- b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c) Relevant to the purposes we have told you about as set out in this fair processing notice and limited only to those purposes.
- d) Accurate and kept up to date.
- e) Kept only as long as necessary for the purposes we have told you about.
- f) Kept securely.
- g) Processing in accordance with the rights of the data subjects Special Category Data- Special Category Data requires higher levels of protection than ordinary personal information.

We need to have specific justification for collecting, storing and using this type of personal information. Whilst we do not seek to collect special categories of personal data ("sensitive data") unless there is a specific lawful basis we may process special categories of personal information in the following circumstances, as an example:

- I. With your consent or;
- II. Where we need to carry out our legal obligations and in line with our data protection policy or;
- III. Where it is needed in the public interest and in line with our data protection policy.

IV. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public domain.

Data Security.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality. Details of these measures may be obtained from the manxminds@gmail.com We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner of a suspected breach where we are legally required to do so.

Third party data processors.

Manx Minds works with various trusted third-party companies who process information only as necessary to perform agreed services on our behalf. These are data processors under the 2018 Act and Manx Minds remains the data controller. We ensure that all third party data processors provide the same level of protection of your personal data. We use third party organisations to:

- Register delegates/learners for MHFA England courses.
- Our website, email and database providers.
- Our payment/donation system.
- Promote our marketing materials.
- Our printers and communications fulfilment partners

Data privacy manager.

We have appointed a Data Privacy Manager to oversee compliance with this fair processing notice.

If you have any questions about this fair processing notice or how we handle your personal information, please contact us at [<manxminds@gmail.com>](mailto:manxminds@gmail.com).

You have the right to make a complaint at any time to the Information Commissioner established pursuant to the 2018 Act and to appeal any decisions.

Changes to this fair processing notice.

We reserve the right to update this fair processing notice at any time and will make available an updated fair processing notice on our website. We may also notify you in other ways from time to time about the processing of your personal information.