

Last updated: 20 May 2018



## How Does ImproveWell **Collect** my Information?

ImproveWell collects information about who you are, your ideas to improve your workplace and how your work day was. We collect this directly from you when you enter it via the App, automatically when you use the App, or when the participating organisation sends it to us.

Click [here](#) for more detail.



## How Does ImproveWell **Use** my Information?

ImproveWell will use your information to recognise you as an App user and record your improvement ideas, provide you with general updates from the participating organisation, inform you of new features and to contact you.

Click [here](#) for more detail.



## How Else Does ImproveWell **Use** My Information?

ImproveWell will use your information to provide reports for the participating organisation or for ImproveWell to analyse. Often these reports will not identify you directly.

Click [here](#) for more detail.



## Who Does ImproveWell **Share** My Information

### With?

ImproveWell shares your information with members of our team (e.g. technical staff) and with the participating organisation. When we share information about how your work day was, this will not identify you directly.

We use other organisations to provide us with services such as Information Technology and audit which may mean they have access to your information. However, we always have arrangements in place to make sure they keep your information safe.

Click [here](#) for more detail.



## Will ImproveWell Share Without Asking Me?

ImproveWell might be required by law to share your information, but only in very specific circumstances.

Click [here](#) for more detail.



## What are my Information Rights?

Data protection law provides you with a number of rights that ImproveWell is committed to supporting you with.

This includes the right to:

- Request access to your information and request a copy of your information
- Object to the way we use your information
- Withdraw Consent
- Request that your information is corrected or updated
- Request that your information is erased
- Request that the way your information is used is restricted
- Make a complaint
- Have your information transferred to a different provider of similar services to ImproveWell

Click [here](#) for more detail.



## Does ImproveWell Use Profiling or Automated Decision Making?

No. ImproveWell does not use technology that makes decisions about you.



## How Does ImproveWell Protect My Information?

ImproveWell is committed to ensuring the security and confidentiality of your information. We do this through:

- |                                 |                           |
|---------------------------------|---------------------------|
| Training                        | Controlling system access |
| Secure emails and storage       | Policies                  |
| Using the minimum personal data | Incident reporting        |
| Contracts with suppliers        |                           |

Click [here](#) for more detail.



## Does ImproveWell Collect Information from Children?

As a platform provided to employers or other professional organisations, no part of ImproveWell's services are directed at persons under the age of 16.

Click [here](#) for more detail.



## How Long Does ImproveWell Store My Information?

We will keep your records for a specific length of time and then securely destroy them. We will keep them in a way that doesn't identify you, where possible.

Click [here](#) for more detail.