

1 Data Retention

We receive a number of different types of information about you, including:

- **Your Data:** Your Data is the information that is required when you sign up for the Activ8rlives.com site, as well as the information you choose to share.
- **Registration information:** When you sign up for Activ8rlives.com, you may be required to provide your name, email address, gender, age, ethnicity and other information such as weight, height, activity levels or NHS number.
- **Information you choose to share:** Your information also includes the information you choose to share on Activ8rlives.com, such as when you post a comment, upload a photo or comment on a friend's post.

It also includes the information you choose to share when you take an action, such as when you add data about you.

Your name, profile picture, networks, username, nickname and User ID are treated just like information you choose to make public.

2 Other information we receive about you

We also receive other types of information about you:

- We may receive data about you whenever you interact with Activ8rlives.com, such as when you look at another group's profile, send someone a message, click on an ad or purchased Activ8rlives products.
- When you post things like photos or videos on Activ8rlives.com, we may receive additional related data (or metadata), such as the time, date and place you took the photo or video.
- We may receive data from the computer, mobile phone, tablet or other device you use to access Activ8rlives.com. This may include your IP address, location, the type of browser you are using, Bluetooth devices you are connected to, type of smart device and operating system.
- We do not store credit card details, nor do we share customer financial details with any third-parties.

Sometimes we may get data from our advertising partners, customers and other third-parties that helps us (or them) deliver ads, understand online activity, and generally improve Activ8rlives.com. For example, an advertiser may tell us how you responded to an ad on Activ8rlives.com or on another site in order to measure the effectiveness of and improve the quality of those ads.

Aseptika requires the patient's/user personal information's, hospital and NHS numbers so that they may submit reports containing data they have collected to the hospital's EDMS. The hospital and NHS number are used by the EDMS to place the report into the correct patient record. The NHS and hospital number are entered by the patient or on behalf of the patient during the registration and setup process. The NHS and hospital number are confirmed for accuracy by the clinician or research professional within the Aseptika system prior to any reports being submitted.

The information is held as part of the patient's account within the Aseptika system, for as long as user/patient require. The patient/user is able to remove the data themselves or request a full deletion by Aseptika.

3 Data disposal

- The ASL IG P-021 Privacy and Cookies Policy published on the website outlines the method by which the user can request deletion.
- The user sends a message to request deletion to Aseptika.
- The message is received to an Aseptika General Contact.
- An appropriate person replies to the message to confirm that the user understands that the account will be removed and will not be recoverable.
- Once confirmed, three authorised Aseptika personnel access the admin console for the Activ8rlives.com site.
- The user's account is looked up in the admin console.
- The delete button is pressed to delete the account.

4 Document History

Version	Date	Authors Initials	Reviewers Initials	Changes from Previous Version	Authorised by & date
1.0	06/03/2019	ETRA	CB	First Version as per CC2019-017	
2.0	02.12.2019	JA	MP	MDR Transition update, part of CC2019-057	CAA
3.0	23.11.2021	JA	GE	Annual review CC2021-075	Kevin A Auton 23.12.2021
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