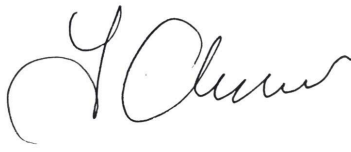




Privacy Policy

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| Approved by |  Janine Chandler |
| Date approved | 30/11/2023 |
| Date for review | 30/11/2024 |

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|--------------------------------|---|
| Designated Data Lead | Laura Littlehales- Chief Executive - laura@mybigcareer.org |
| Risk Management Trustee | Anupam Cherubal |

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Introduction

This policy sets out what personal data we collect from you, what we do with it and what your rights are. 'We are the registered charity MyBigCareer (Charity Number: 1153880).

If you have any questions relating to how we use personal data about you or your child please contact us at one of the options below:

info@mybigcareer.org

MyBigCareer, 7 Bell Yard, London, WC2A 2JR

07399302707

Overview

This policy outlines everything you need to better understand how we collect and use the information that you either provide to us or which is provided to us about you by third parties or via publicly available sources.

Please note that we comply with UK-GDPR and Data Protection Act 2018 requirements as per policy and specific requirements have been elaborated further in this document.

We're the sole 'Data Controller' of your information. This means that only we determine the purpose for and the manner in which your information is used. We'll never sell your personal information or share it with another organisation for their own marketing purposes. Our decisions are guided by the legal principle of *Legitimate Interest* which you can read more about [here](#).

Definitions

Personal data - Data which can be used to identify an individual and includes information about that individual.

You - In instances when the data subject is under 18 years of age, this data may include data about their parents or carers.

How do we collect your data?

We may collect and process the following data about you, some of which may include Personal Data:

Information you give to us directly:

You may give us your information when you register for our support, volunteer with us, apply to work for us, make a donation, support us through your workplace or otherwise directly engage with the charity.

Information given to us indirectly (by one of our partners):

Your information may be shared with us by other organisations, for example via a fundraising site or by your school or employer. These organisations will only do this if you've indicated you're happy for them to do so. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

Information that is publicly available:

The charity believes that preliminary research into potential donors and partners is a natural part of fundraising and helps us generate new sources of support so that we can extend our services to more young people who need us. We may collect information that is in the public domain. Examples include information published by Companies House, the Charity Commission, media reports and social media channels.

When we collect it when you use our website:

When you use the MyBigCareer website you will see that we use cookies, like most websites. Using cookies means that using the website will be faster and easier but it also means that our website will remember you. It will also tell us what device you are using to access the website which will help us understand how people are using the website and how we can make it better.

How do we use your data?

It is important to us that you know which data we collect and what we use it for.

The main reasons we use data:

- i. From time to time we may use profiling and screening techniques to help us ensure communications are relevant and timely and to provide the best experience we can for you.
- ii. We may use data about your household to ascertain whether you are eligible for support from our charity.
- iii. We may also use personal data about you in order to complete and record vetting procedures we have undertaken to allow you to volunteer for our charity.
- iv. We may use data about your health and wellbeing to ensure that proper Health and Safety and Safeguarding procedures are followed.
- v. We may also use your personal data to provide you with information about relevant events, initiatives or news.
- vi. We may inform you about workplace experiences, coaching, volunteering or other opportunities with our corporate partners.
- vii. We may also use personal data about you in order to manage a dispute, appeal or complaint if it arises in respect of our relationship with you or your organisation.
- viii. We may use photos or videos of you for the charity's marketing or reporting purposes but will never do this without your knowledge.
- ix. We may share minimal amounts of your personal data (e.g. name, dietary requirements and additional learning needs) with delivery partners who are supporting events you are attending.
- x. We may also use information about you from publicly available sources or personal introductions in order to understand more about your interests and preferences so that we can better tailor our communications such as telling you about the things you are likely to be interested in and letting you know of ways to support our work that are relevant to you. We may do this by looking at your career information, peer networks, demographic information, hobbies and interests or other information.

If you are a volunteer:

We need certain information to enrol you as a volunteer on the MBC programme. You can register as a volunteer from the website, from contacting us through one of our corporate partners or by emailing us directly.

In all of these circumstances we collect information we need from you to register. We ask for contact details, your interest in volunteering with us and your employment status.

If you are applying to become a 1:1 Career Coach we will invite you to a three hour training and selection event. MyBigCareer follows safer recruitment practises so if you are successful we will ask for your details to complete a DBS certificate and for details of two references to check your suitability to working with vulnerable young people.

If you are volunteering on an Insight Day with your company we will ask for your name, role and work contact details. We may ask you directly or we may ask your employer for this information. We will ask you directly if you would like to receive further information from us.

If you are volunteering for Results Day we may collect information directly from you or from your employer. We need contact details, current role and we may ask for your location to manage the logistics of the day.

We capture this information so that we can ensure you get a great volunteering experience, that we can coordinate the events effectively and to ensure young people get the best possible impact from the interventions.

Whilst you are volunteering at MyBigCareer we record some data and information to make sure we can deliver the programme effectively:

- We record details of the programmes you volunteer on, including the amount of time you spent volunteering and the content of the sessions with the young people.
- We sometimes take videos and photos of volunteers providing support for young people. This helps us to provide information to our funders and partners. We will always let you know when this is happening so you can opt out if you wish to.
- When you volunteer with us and other partners are involved e.g. schools on Results Day. We may need to send basic information to our partners for health and safety reasons.

- At the end of all of our programmes we ask you to complete an evaluation to make sure our programmes are the best that they can be. We use these evaluations to report on the impact of programmes so we may use a quote from these. If we do, we will never use your full name.
- We will record any safeguarding concerns and information related to these concerns. We will process these in line with our safeguarding processes. These procedures may require us to share information with other organisations such as schools, social services or the police.

Once you have stopped volunteering with MyBigCareer we retain your data for five years, following the end of the academic year that you completed your volunteering. After that we save minimal data for another five years (ten years total) to ensure we can provide references if needed.

We have outlined some of the reasons that we share data. We may also share with your workplace the volunteering you have engaged with. This helps with administrative purposes and also lets us measure the effect the volunteering is having and share this with our partners.

If you are a funder:

We will need to collect the information needed to process the donation. We may also collect information that helps us understand how you may want to work with MyBigCareer in the future. This information may include; details about your employment, contact details and details of the areas of giving you are interested in. We may use this data to contact you about areas we think may be of interest to you. MyBigCareer never uses data to wealth screen.

We will not share or sell your information for marketing purposes.

If you are a young person/parent carer:

For different programmes we may use slightly different data.

For any MyBigCareer programme in order to run and to be able to measure the impact of the programme we need to collect full names, date of birth, school details, contact details and your next of kin. This is basic information so we can register you on the programme and support you effectively. We also collect information about any additional requirements that may help with your learning to make sure you can get the most out of MBC programmes. We ask for details

about your ethnicity for all participants so that we can make sure that our programme is effective for different backgrounds and we can continue our commitment to equality and equity of opportunity.

When you engage with MyBigCareer we also collect some additional information:

- We record the programmes that you take part in and the amount of time you spend on MBC programmes. This helps us to make sure that the work we are doing is effective. We may also keep your school up to date on your work with MBC so that it can inform the support they provide for you.
- If attending a trip away from school we may need to share some basic information with our partners for health and safety or administrative reasons.
- If a health and safety incident occurs, we record what happened and the actions that were taken.
- We may take videos or photos of events. We use these for marketing and for reporting to our funders. We will always give the option to tell us you would rather not be in the photos or the videos.
- If a safeguarding incident occurs we record the information and process them as stated in our safeguarding policy. In line with safeguarding practices we may need to share this information with schools or other agencies such as medical professionals, social services or the police.
- We ask you your opinion on how successful the programme was. We may use quotes from these evaluations and we use your analysis to report on the impact of the sessions. We always do this anonymously.

If you are taking part in 1:1 Career Coaching:

- We will need to check with you or your school that you meet the eligibility criteria for taking part in the programmes.
- We will record details of the coaching sessions to make sure that we can build on these in future sessions.
- Any summary notes made by our volunteers during your session will be passed on to the contact at your school.

If you are taking part in Insight Days:

- We may share some information with our corporate partners such as dietary requirements and medical conditions to make sure that you can get the most out of your day. There may be times when we need to share

information about programme participants with our corporate partners, for example if a workplace experience opportunity arises. We will always ask your permission, or that of your parent/guardian in such instances.

- We share evaluations from the day but we always do so anonymously.

If we support you on Results Day:

- We may record details of the support you received and the next steps you are going on to. This is to help us measure the impact of our support as well as offer any follow up support that you may need.

If you are taking part in long term mentoring/CV/personal statement support:

- We record details of the meetings/support that you have to ensure we can follow up with any further support you may need as well as make sure you are getting the most out of the sessions.

If you are taking part in Oxbridge support:

- We will need to check with you or your school that you meet the eligibility criteria for taking part in the programmes.
- We will record details of the mock interviews to make sure that we can build on these in future sessions.
- Any summary notes made by our volunteers during your session will be passed on to the contact at your school, as well as directly with you

If we are helping you with Work Experience:

- If you are applying for Work Experience with one of our corporate partners we will collect information required and share it with the relevant partner so they can review the application.
- We may share some information with our corporate partners such as dietary requirements and medical conditions to make sure that you can get the most out of your experience.
- Depending on the opportunity we may share your contact information so that our partner can contact you directly.

MyBigCareer programmes are designed to make sure that young people can achieve their chosen aspiration, whether that is education, employment or training. To make sure our programmes are successful we will collect information about your next career steps. We work with young people throughout school,

therefore if a young person is still of school age we consider them still a participant of the MBC programme. When you have finished year 13 we will no longer consider you as an active part of the programme, unless you have asked for continued support. To ensure that we can measure the effectiveness of MBC's work we will keep your data for five years after you have left the programme (post year 13).

Who do we share your data with?

We have mentioned above when we may need to share your data with other partners. Whenever we do share your data we will take care to ensure the third party has measures in place to keep your data safe. Whenever we can we will make sure that the data we share is anonymous.

There may be exceptional circumstances that mean that data needs to be shared e.g. when legally required to do so by the police.