



## **GDPR Policy FOR CAREER SEEKERS DIRECT - SKILLS & MORE ACTIVITY CAMPS**

The nature of Career Seekers Direct's ("CSD") work when preparing the Skills & More activity camps requires us to collect some personal details about our participants/legal guardian or parent. This statement sets out how CSD will meet its obligations with all relevant data protection laws.

### **What information do we collect about you?**

We collect information about you when you register as a participant or as a legal guardian/parent of a participant. This information may include personal information such as name, date of birth, contact details (such as your phone number, email address), and any other personal information relating to you that you supply e.g. medical information relevant to the activity.

The following table details the personal information we collect when you register as a legal guardian/parent or as a participant with us.

Role	Full name	Date of birth	E-mail address	Telephone number	Gender	Address	Medical Information
Parent/Legal guardian							
Child participant (under 18)							

### **How will we use the information about you?**

Personal information submitted to us will be used in several ways including, entering into a contract with us for attending activities and for relevant marketing purposes. For example:

- to process your details when you register a child on one of our activities
- to send you service updates for any online platform used for the activity
- for marketing purposes (we will only send you marketing emails if you have opted in)
- For leaders to use as part of an activity register/Provide support to participants/contact in an emergency

### **Looking after your information**

CSD will follow best practice procedures in the storage and disclosure of information in accordance with the relevant data protection laws. Our security procedures mean that we  
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may request proof of identity before we are able to disclose information to you about yourself and we will not disclose your information to anyone not associated with CSD activities.

Any online registration system used or emailing platform used by CSD has been chosen as it will protect your personal information through a variety of secure systems - for example, through encryption and firewalls. Any adopted third-party service or system used for processing or storing your personal information is implemented only after assurance has been received that they are compliant with the relevant data protection laws including using industry standard security protocols.

If we receive your information in another format, CSD will store this securely and will not disclose your information to anyone not associated with CSD activities.

We will only retain your information for as long as it is necessary to provide you with the products and services you expect from us, unless the law permits or requires longer. You may at any point exercise your 'right to be forgotten'.

### **Sharing your information with third parties**

We will not share your information with third parties. Disclosure of your personal information for non-legal reasons to any other future third party, entity or service provider will only ever be performed with your consent.

### **Your rights**

We want to make sure that your personal information is accurate and up to-date. You can ask us to correct or remove information you think is inaccurate. In the first instance please discuss this with your usual contact, but if this is not possible you can use the contact details at the bottom of this section.

Your personal information should be limited to what has been described in this Privacy Statement and has been provided to us either by yourself or those that you have authorised to provide this information to us. You have the right to confirm this and request a copy of the information that we hold about you.

You may also exercise your 'right to be forgotten' if our retention is no longer necessary for the purposes for which it was collected.

If you would like to contact us regarding this, please email: [enquiries@careerseekersdirect.co.uk](mailto:enquiries@careerseekersdirect.co.uk). We will endeavour to deal with requests in a timely manner.

### **Marketing**

You may wish to hear from us about opportunities and future participation in our programmes which we believe may be of interest to you. We will not send you marketing emails if you have previously opted out, and any marketing emails that we do send will include information on how to unsubscribe from future marketing emails.

### **Other Websites**



Our website may contain links to other websites. This privacy statement only applies to CSD so when you follow a link to other Website's we recommend you read their own privacy policies. CSD are not responsible for any decisions you may make about sharing your personal information with other organisations once you leave our websites.

### **Updates to our privacy statement**

We keep our privacy statement under regular review and will communicate any updates with you directly. The date of the latest version will also be included at the bottom of this policy.

### **Contact us**

Please email [enquiries@careerseekersdirec.co.uk](mailto:enquiries@careerseekersdirec.co.uk) with any data protection query or concern.

Signed: E HARRISON

Name: EVA HARRISON DATE: 07<sup>TH</sup> September 2020

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Reviewed By: Neil Adams Business Development & Quality Manager

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