

MyBigCareer Privacy Policy



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MyBigCareer Privacy Policy

1. 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, please contact us at one of the options below:

info@mybigcareer.org

MyBigCareer, 7 Bell Yard, London, WC2A 2JR

07399302707

2. 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.

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](#).

3. Definitions

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

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

4. How do we collect your data?

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

i. INFORMATION WHICH YOU PROVIDE US WITH DIRECTLY:

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

ii. INFORMATION SUPPLIED TO US INDIRECTLY:

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.

iii. INFORMATION THAT IS PUBLICLY AVAILABLE:

The charity believes that preliminary research into potential donors is a natural part of fundraising. We may collect information that has been published in Companies House, the Charity Commission, or media reports.

5. How do we use your data?

i. We may use your data to create a profile, which we will use for the purpose of advising and supporting you on your educational and career options.



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- 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 opportunities that arise with the charity's partners. We will not share any personal information with the charity's partners without obtaining your consent first.
- 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 or permission.
- ix. We may share minimal amounts of your personal data with delivery partners who are supporting events you are attending.
- x. We may use your data to provide you with opportunities to financially support the charity.

6. Who do we share your data with?

We do not sell or share personal details to third parties for the purposes of marketing.

In the sections above, we've set out details of when we'll need to share your details with third party organisations. If we ever need to share data, we will always take the utmost care, and we will make sure only essential data is transferred, and that it's done so securely and safely.

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The charity may also be required to share your details in exceptional circumstances. For example, where legally required by the police, regulatory bodies or legal advisors.

Where we need to share your details for any purposes other than those set out in this privacy policy, we will only do so with your consent.

7. How do we keep your data safe?

We store our data on a secure database which is SSAE18 SOC2 Type II certified, EU-U.S. privacy shield compliant, and GDPR compliant. The database provider has robust privacy & security policies and they maintain an internationally recognised standard of security and privacy that keeps your data protected from internal & external threats.

8. What rights do you have in relation to your personal data?

i. Right of access: you have the right to request a copy of the information which we hold about you.

ii. Right of rectification: you have the right to require us to correct any data which we hold about you which is inaccurate or incomplete.

iii. Right to be forgotten: in certain circumstances you can ask for the data we hold about you to be erased from our records.

iv. Right of portability: you have the right to have the data we hold about you transferred to another organisation.

v. Right to object: you have the right to object to certain types of processing, including direct marketing.

You may notify us at any time that you no longer want us to process personal data about you for particular purposes or for any purposes whatsoever. This may have an impact on the services you receive from us. For example you may not be able to be advised by us or volunteer for us.



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For further information about your rights see the Information Commissioner's guidance [here](#).

If you wish to make a complaint about how we have handled personal data about you, you may lodge a complaint with the Information Commissioner by clicking [here](#).

If you want to discuss how your data is protected by MyBigCareer then please contact info@mybigcareer.org.