

DATA PROTECTION AND PRIVACY POLICY, PROJECT REMAKE LTD

THIS PRIVACY POLICY

Project ReMake respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This Privacy Policy also details how any of your personal data that Project ReMake collect will be processed and protected. Please read this Privacy Policy carefully before you provide us with any personal information, so that you fully understand how personal data is collected, processed, used and disclosed.

This website is not intended for children and we do not knowingly collect data relating to children.

COOKIES

This website uses Google Analytics, a web analytics service provided by Google, Inc. (Google). Google Analytics uses cookies, which are small files that are placed on your computer when you visit a website. Cookies allow the website to recognise your browser, and to distinguish you from other website users, by reading the contents of the cookie each time the user visits the website. They help websites to improve their users' experiences, as well as to provide business and marketing information to the owner of the website.

The information generated by the Google Analytics cookie about your use of our website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity for us and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

By continuing to use our website, you indicate that you accept this use of cookies. You may refuse the use of cookies by selecting the appropriate settings on your

browser, however please note that if you do this you may not be able to use the full functionality of this website.

Please note that third party sites that you are linked to within our website may also use cookies. We have no control over the use of cookies by third party sites. Please ensure that you read the cookie policies on any third party site to which you are linked.

INFORMATION COLLECTED FROM YOU

If you are a Project ReMake candidate we primarily collect and process the personal data that you provide when contacting us. This will include your name, telephone number, email address and any further information which you share with us.

If you are a Project ReMake mentor, we primarily collect and process the personal data that you provide when contacting us. This will include your name, telephone number, email address and any further information which you share with us.

USE OF INFORMATION COLLECTED FROM YOU

If you are a Project ReMake candidate, we will predominantly use the information that you provide to us to facilitate placing you with a partner educational organisation.

If you are a mentor, we predominantly use the information that you provide to us to best match you to a mentee.

PROTECTION OF THE INFORMATION COLLECTED FROM YOU

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so. Although, we take appropriate measures to prevent information from being lost, destroyed, damaged or unlawfully processed, we cannot guarantee this will not occur.

Any third parties (as detailed below) to whom your information is disclosed are also required to take appropriate measures to protect that information.

DISCLOSING THE INFORMATION COLLECT

If you are a candidate, we may share the information that you provide to us in the following situations:

With partner organisations, in order to facilitate provision of our educational services; and with the police or the local authorities where we consider this necessary to protect the safety of yourself or others.

There may also be situations where we are required to share the information that you provide to us in order to comply with our legal obligations.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes (including for the purpose of marketing or advertising) and only permit them to process your personal data for specified purposes and in accordance with our instructions.

STORAGE OF THE INFORMATION COLLECTED FROM YOU

The information that you provide to us will not be transferred to, stored and processed in countries outside of the United Kingdom.

YOUR ABILITY TO ACCESS THE INFORMATION COLLECTED FROM YOU

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other

requirements.

You have a right to access the information which we hold about you, and to request that it is updated, corrected or removed from our systems. If you wish to contact us, please do so using the details below.

CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

THIRD PARTY SITES

Please note that this Privacy Policy does not apply to third party sites that you are linked to within our website. We have no control over the third party sites' use of any personal information that you provide to them. Please ensure that you read the privacy policies on any third party site to which you are linked.

Your personal data will be treated as strictly confidential and will only be shared with third parties involved in your education requirements as detailed below:

We will work with Capital City College, Visionnaires, Finding Rhythms and Handlebars (using the information that you gave us when applying for an educational course).

If you have requested to be a mentor, we will ask you to complete an agreement form which will state what details you would like to be shared with a mentee. This information will only then be passed onto the relevant individual mentee. Mentoring can only currently be offered remotely.

If you have requested to be a mentee, we will ask you to complete a separate agreement form which will state what details you would like to be shared with a mentor of your agreement. Mentoring can only currently be offered remotely.

CONTACT US

We keep our privacy policy under regular review. This version was last updated on [28] December 2020.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Please send any questions, comments or requests relating to this Privacy Policy to

Project ReMake Ltd website: <http://www.project-remake.org.uk/>

Project ReMake e-mail bernadette@remake365.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF