



## Privacy notice for Trustees, Mentors, Mentees, Employees and other volunteers

Under data protection law, individuals have a right to be informed about how the Promise Foundation uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Promise Foundation including trustees, mentors, mentees, employees and other volunteers

We, the Promise Foundation, are the 'data controller' for the purposes of data protection law.

Our 'core' activity is not dependent on data outcomes and our main purpose for data handling remains for HR/ payroll, mentor/ mentee contact and safer recruitment and safeguarding purposes.

### **The personal data we hold.**

We process data relating to those associated with Promise Foundation. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Progress and achievement data (Mentees only)

### **Why we use this data**

The purpose of processing this data is to support the Promise Foundation to:

- Establish and maintain effective trusteeship
- Ensure effective mentoring for mentees to gauge progress and to evaluate impact
- Meet statutory obligations for publishing and sharing details
- Facilitate safe recruitment, as part of our safeguarding obligations towards our mentees
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for mentors and mentees who require them

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you when:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

Personal data is stored in accordance with our Data Protection Policy.

We maintain a file to store personal information about all trustees, mentors, mentees and other volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Promise Foundation.

When your relationship with the Promise Foundation has ended, we will retain and dispose of your personal information in accordance with our records management policy.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about trustees
- Our third party registered Disclosure and Barring Service (DBS) provider for safer recruitment and safeguarding purposes.
- Police forces, courts (if legally requested)

### **Use of your personal information for marketing purposes**

Where you have given us consent to do so, the Promise Foundation may send you marketing information by e-mail or text promoting Promise Foundation, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by contacting us.

### **Your rights:**

#### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the Promise Foundation holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Chair of the Trustees.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Chair of the Trustees at:

**Promise Foundation**

C/O Queens Park Community School

Ayelstone Avenue

London NW6 7BQ