

STEAM Ahead CIC Privacy Notice



STEAM Ahead CIC Privacy Notice

Who are we?

STEAM Ahead CIC is a Community Interest Company (Company No. 11388286) which promotes engagement in science, technology, engineering and maths to young people throughout the United Kingdom.

Working with local, national and international partners, we work tirelessly to support young people into considering STEM as a future career.

Our Commitment:

STEAM Ahead CIC is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the General Data Protection (GDPR) and Data Protection Act 2018

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Changes to data protection legislation shall be monitored and implemented in order to remain compliant with all requirements.

The member(s) of staff responsible for data protection is Aaron Bourne, Director.

STEAM Ahead CIC is also committed to ensuring that its' staff are aware of GDPR & data protection policies, legal requirements and adequate training is provided to them.

The requirements of this policy are mandatory for all staff employed by STEAM Ahead CIC and any third party contracted to provide services within the organisation.

Notification:

Our data processing activities will be registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified immediately to the individual(s) concerned and the ICO.

Personal and Sensitive Data:

All data within STEAM Ahead CIC control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The principles of the GDPR & Data Protection Act shall be applied to all data processed:

STEAM Ahead CIC Privacy Notice



Processed fairly and lawfully

Obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes

Accurate and, where necessary, kept up to date,

Adequate, relevant and not excessive in relation to the purposes for which it is processed

Not kept for longer than is necessary for those purposes

Processed in accordance with the rights of data subjects under the GDPR & DPA

Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage

Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

Fair Processing / Privacy Notice:

We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, learners and organisations prior to the processing of individual's data.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as young adults or adults under the legislation.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The intention to share data relating to individuals to an organisation outside of our organisation shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individual's data shall first be notified to them.

Data Security:

In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them.

Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation with which data is shared shall also be considered and these organisations shall provide evidence of the competence in the security of shared data.

Data Access Requests (Subject Access Requests):

©2020 STEAM Ahead CIC | S4L/Pol/Priv | Originator: AAB | Version: 1.0 | Date: 03/2020 | To be reviewed: 01/2021

STEAM Ahead CIC Privacy Notice



All individuals whose data is held by us, has a legal right to request access to such data or information about what is held. We shall respond to such requests within 40 days and they should be made in writing to: Aaron Bourne, Director at STEAM Ahead CIC

A charge may be applied to process the request.

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>

Photographs and Video:

Images of staff and learners may be captured at appropriate times and as part of training activities. Consent of use of any images will be obtained and a record of consent stored.

Unless prior consent from learners or staff has been given, we shall not utilise such images for publication or communication to external sources.

It is our policy that external parties may not capture images of staff or learners during such activities without prior consent.

Data Disposal:

Our organisation recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper, tape, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall be in compliance with ICO guidance:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

When required STEAM Ahead CIC will identify a qualified source for disposal of IT assets and collections and make the required individuals aware.

How do we collect information from you?

It is necessary for us to record personal information when anyone wishes to register to participate in, or support, some of our programmes.

This is usually done through registration forms but may also be when you contact us to enquire about our work.

What type of information is collected from you?

The personal information we collect may include your name, email address, telephone number, address and any other information which is required to facilitate participation in our programmes.

The amount of information we collect depends on the nature of your involvement in our programmes and will always be with your consent.

How we use your information:

STEAM Ahead CIC Privacy Notice



The purposes we use your information for may include:

- send you information about STEAM Ahead Education programmes
- process applications for STEAM Ahead Education programmes that you have submitted
- process your attendance at one of our events
- register your interest in supporting one, or more, of our programmes
- dealing with entries into competitions
- manage our current and future relationships in helping provide opportunities for young people
- carry out our obligations arising from any contracts entered into by you and us
- seek your views or comments on the services we provide
- notify you of changes to our services
- process a job application.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Our legal reason for processing:

We will normally process your data only with your consent.

We may also process your data under contractual necessity to fulfil contractual obligations.

We may also process your information to comply with a legal obligation or to protect your vital interests (e.g. in case of a medical emergency)

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Please be reassured that we will not release your information to third parties unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Security precautions in place to protect the loss, misuse, or alteration of your information:

When you give us personal information, we take steps to ensure that it is treated securely.

Only authorised data processors can access your information stored on our systems and every precaution is taken to ensure it remains secure, including encryption and password protection.

STEAM Ahead CIC Privacy Notice



Review of this Policy

We keep this Policy under regular review, at least annually.

This Policy was last updated in May 2020.

We may change this Policy from time to time so please check our website (www.STEAMAheadEducation.co.uk) occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@STEAMAheadEducation.co.uk or by writing to:

STEAM Ahead CIC
13 Hollinside Terrace
Lanchester
County Durham
DH7 0RQ