



You Make It

Privacy Policy for programme applicants, participants and past participants

You Make It is committed to protecting your privacy and ensuring the highest level of security for your personal data. This Privacy Policy explains the types of personal data we collect, how we use that information, who we share it with, and how we protect that information. Please read the following carefully to understand our views and practices regarding your personal data.

1. **Who are we?**

For the purposes of applicable Data Protection Laws, the data controller is You Make It, a charitable incorporated organisation with registered address Shed, 8 Lee Street, E8 4DY, London, United Kingdom and registered charity number 1158572 ("**You Make It**", "**us**" or "**we**").

We process personal data only in compliance with applicable Data Protection Laws, including the Data Protection Regulation (EU) (2016/679) (the "**GDPR**") and the Data Protection Act 2018 (together, the "**Data Protection Laws**").

2. **Who is this Privacy Policy addressed to and what information does it cover?**

This Privacy Policy is addressed to any applicant, past applicant, participant or past participant to our You Make It programme.

This Privacy Policy covers all personal data processed by You Make It in the course of your application for or participation in the You Make It programme (past and present).

3. **What information do we collect about you?**

"Personal data" means information that (either in isolation or in combination with other information) enables you to be identified directly or indirectly. We collect information about you from the following sources:

3.1 Information we receive from you (current, past and prospective participants):

We collect personal data (such as your name, post and email address, telephone number, level of education, income, employment details, nationality, ethnic background, next of kin, or other identification details) that you provide to us when you:

- submit an application to participate in the programme;
- sign up to participate in the programme; and
- subsequently correspond with us.



3.2 Information we collect about you

We may collect personal data that relates to you from third parties (for example individuals of organisations who refer you to us for the programme).

4. How do we use your personal data?

We process the following information:	For the following purpose(s):	Based on the following justification(s):
<p>Information about your identity, how to contact you and your experience including: name, address, email, telephone number, date of birth, qualifications, training level, place of education and personal statement.</p>	<p>To process your application to participate in the programme. To register you in workshops, events, mentoring sessions, as part of your participation in the programme.</p>	<p>Your personal data will be processed in this way where this is necessary to fulfil a contract with you or to take steps at your request prior to such a contract being concluded.</p>
<p>Information about dietary requirements and requests for special assistance. This information is processed by YMI.</p>	<p>To facilitate your wellbeing whilst participating in workshops and events during the programme.</p>	<p>We will only process your information for these purposes where this is necessary for our legitimate charitable interests in facilitating our participation in the programme whenever possible.</p>
<p>Employment and benefit entitlement information, including: contact details, information about your job, salary (optional), type benefits.</p>	<p>To process your application to participate in the programme.</p>	<p>Your personal data will be processed in this way where this is necessary to fulfil a contract with you or to take steps at your request prior to such a contract being concluded.</p>
	<p>To carry out our monitoring and evaluation process.</p>	<p>We will only process your information for this purpose where this is necessary for our legitimate charitable interests in monitoring and evaluating the programme.</p>
<p>Sensitive or special categories of personal data, including: religion, ethnicity, physical health, mental health, dietary requirements, sickness,</p>	<p>To facilitate your wellbeing on the programme, for safeguarding purposes, to monitor and to evaluate our programme.</p>	<p>We will only process your information for these purposes where this is necessary for our legitimate charitable interests in facilitating your participation in the programme.</p>



We process the following information:	For the following purpose(s):	Based on the following justification(s):
disease and allergies.	To register you in and facilitate pastoral care and counselling sessions.	Your explicit consent.
Quotes from you , requested in relation to your experience on the programme, this may include sensitive or special personal data, only at your choice.	To promote our programme publicly, including via social media and our newsletter. You will have the opportunity to review/withdraw your quote before publication.	Your consent.
Pictures and films containing images of you , taken during programme workshops.	To promote our programme publicly (via social media, website, newsletter).	Your consent.
	To record events and sessions to monitor and improve the quality of the programme.	Your consent.

We have taken into account your rights and interests in determining the scope and manner of the processing of personal data about you.

Do we share your personal data with third parties?

Your personal data are intended for You Make It but may be shared with third parties in certain circumstances:

- **Counsellors and pastoral care workers:** In certain circumstances we may also share health and mental wellbeing information with our in-house counsellors and pastoral care workers, but always anonymously.
- **Employers:** When arranging work placements, your CV may be shared with a potential work placement provider [e.g., Publicis.Sapient, PVH, Media Trust, Red Badger, etc.]
- **Regulators, authorities, and other third parties.** We may also disclose your personal data to third parties where disclosure is both legally permissible and necessary to protect or defend our rights, matters of national security, law enforcement, to enforce our contracts or protect your rights or those of the public. [e.g, Local authorities, Vulnerable Adult Teams, Domestic Violence Teams, Police, Fire Brigade, Ambulances].
- **Data processors.** As necessary for the processing purposes described above, personal data may be shared with one or more third parties, whether affiliated or unaffiliated, to process personal data under appropriate instructions ("Data Processors"). The Data Processors may carry out instructions related to IT system support and maintenance, data storage and other activities, and will be subject to contractual obligations to implement appropriate technical and organisational security measures to safeguard the personal data,



and to process the personal data only as instructed. [e.g., Dropbox, Quickbooks, Gmail, WebFaction.].

- **Third parties connected with business transfers:** We may transfer your personal data to third parties in connection with a reorganisation, restructuring, merger, acquisition or transfer of assets, provided that the receiving party agrees to treat your personal data in a manner consistent with this Privacy Policy.

We will not sell your personal data to third parties without your authorisation.

Please note our website may, from time to time, contain links to and from the websites of our partners or affiliates. Please note that these websites have their own privacy policies and if you choose to share your personal data with these partners/affiliates, we have no control over how they may use your personal data. You should check the privacy policies of third party websites before you submit any personal data to them.

5. Do we transfer personal data outside the EEA?

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") (for example, in the USA). It may also be processed by staff operating outside the EEA who work for us or for one of our service providers.-We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this Privacy Policy and applicable Data Protection Laws, including, where relevant, entering into EU standard contractual clauses in accordance with Article 46.2 GDPR (or equivalent measures) with the party outside the EEA receiving the personal data.]

6. What are your rights?

You have the following rights (if applicable under the Data Protection Laws):

- **Access.** You have the right to request a copy of the personal data we are processing about you and information about how we process it.
- **Rectification.** You have the right to have incomplete or inaccurate personal data that we process about you rectified.
- **Deletion.** You have the right to request that we delete personal data that we process about you, except we are not obliged to do so if we need to retain such data in order to comply with a legal obligation or to establish, exercise or defend legal claims.
- **Restriction.** You have the right to restrict our processing of your personal data where you believe such data to be inaccurate; our processing is unlawful; or that we no longer need to process such data for a particular purpose unless we are not able to delete the data due to a legal or other obligation or because you do not wish for us to delete it.
- **Portability.** You have the right to obtain personal data we hold about you, in a structured, electronic format, and to transmit such data to another data controller, where this is (a) personal data which you have provided to us, and (b) if we are processing that data on the basis of your consent or to perform a contract with you.



- **Objection.** Where the legal justification for our processing of your personal data is our legitimate interest, you have the right to object to such processing on grounds relating to your particular situation. We will abide by your request unless we have compelling legitimate grounds for the processing which override your interests and rights, or if we need to continue to process the data for the establishment, exercise or defence of a legal claim.
- **Withdrawing Consent.** If you have consented to our processing of your personal data, you have the right to withdraw your consent at any time, free of charge. This includes where you wish to opt out from marketing messages.

You can make a request to exercise any of these rights in relation to your personal data by sending the request by mail to You Make It of Shed, 8 Lee St, E8 4DY - London, United Kingdom or email to admin@you-make-it.org. For your own privacy and security, at our discretion we may require you to prove your identity before providing the requested information.

You also have the right to lodge a complaint with the local data protection authority if you believe that we have not complied with applicable Data Protection Laws. If you are based in, or the issue relates to, our processing of your personal data in the UK, the contact details of the Information Commissioner's Office can be found at the following address:

Email: casework@ico.org.uk
Website: www.ico.org.uk

If you are based in, or the issue you would like to complain about took place, elsewhere in the EEA, a list of local data protection authorities in the other EEA countries is available here: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en

7. How do we protect your personal data?

We have implemented technical and organisational security measures to safeguard the personal data in our custody and control. Such measures include, for example, *limiting access to personal data only to employees and authorised service providers who need to know such information for the purposes described in this Privacy Policy*, as well as other administrative, technical and physical safeguards.

While we endeavour to protect our systems, sites, operations and information against unauthorised access, use, modification and disclosure, due to the inherent nature of the Internet as an open global communications vehicle and other risk factors, we cannot guarantee that any information, during transmission or while stored on our systems, will be absolutely safe from intrusion by others, such as hackers.



8. How long do we keep your personal data?

We will only retain your personal data to the extent and for the time necessary for the purpose for which that data was collected, in accordance with Data Protection Laws. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain your information.

When we no longer need to use personal data, we will remove it from our systems and records, at the appropriate time or take steps to anonymise it so that you can no longer be identified from it, unless we need to keep your information to comply with legal or regulatory obligations to which we are subject). In the meantime we will ensure appropriate technical and organisational controls are in place to safeguard your personal details.

9. How can you contact us?

If there are any questions or concerns regarding this Privacy Policy, please contact us as follows:

- by email: admin@you-make-it.org

10. Which version of this Privacy Policy applies?

This Privacy Policy is written in English and may be translated into other languages. In the event of any inconsistency between the English version and the translated version of this Privacy Policy, the English version shall prevail.

We reserve the right to change our Privacy Policy from time to time. If we decide to change our Privacy Policy we *will post an alert on the home page of our global website* www.you-make-it.org.

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