

Leaders Unlocked Privacy Notice

Leaders Unlocked complies with the legal safeguards specified in the Data Protection Act 2018 (The Act) and General Data Protection Regulation (UK GDPR) and is committed to protecting your personal information and being transparent about the information we hold about you. Leaders Unlocked is registered with the Information Commissioners Office (ICO) and has notified them of the purposes for which we process data.

We will respect and keep safe any personal information you share with us, or that we collect in the course of operating our business. We aim to be clear with how we collect, retain and use any of your personal information and not do anything you wouldn't reasonably expect.

This privacy notice explains how Leaders Unlocked as 'Data Controller', collects, uses and shares your personal information in the course of operating our business and in relation to our websites.

This privacy notice covers the following:

- What personal information Leaders Unlocked may collect about you
- How we will use that information
- Special categories of personal information
- The lawful basis for collecting and using your personal information
- Your choices and rights
- Whether we disclose your details to anyone else
- Security and how long we hold your personal information
- Changes to this privacy notice

1. Collection of personal information

We collect your personal information when you provide it to us. Personal information is any information that can be used to identify you.

We collect information in the following ways:

- **Information you give us:**

For example, when you engage with our social media, make an application to one of our projects, email us for information, apply for a job or otherwise provide us with personal information.

- **Information from third parties:**

We may also receive information about you from third parties, for example of you are referred to us by a college or youth organisation. This can include information such as your name, email address and phone number.

2. Use of personal information

We use the personal information you provide us in the following ways:

- To send you information about a project that you have signed up to.
- To respond to your requests for information.
- To report (anonymously) to funders/clients.

3. Special categories of personal information

Data protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal information and covers health information, race, religious beliefs, sex life/orientation and political opinions.

We do not usually collect sensitive personal data unless there is a clear reason for doing so. Such as where we need this information to ensure we provide appropriate facilities or support to enable you to participate in events or project activities, or where we are required to by our funders/clients in order to measure diversity.

However, we will always make it clear to you when we collect this information from you, what sensitive personal information we are collecting and why. We will always

make it optional for you to give this information, it will always be made anonymous when reporting to funders/clients and it would never be shared with third parties.

4. Lawful basis

Under the Act and GDPR (UK) there are different legal basis for collecting and using your personal information.

In most instances we collect and use your personal information by relying on the legal basis of **legitimate interest**. This is because when you for example, request information about our services, how we work, apply for a job or choose to access a project, we have a legitimate organisational interest to use your personal information to respond to you and there is no overriding prejudice to you by using your personal information for this purpose.

In some instances, we will rely on obtaining your **consent** to our use of your personal information. This is the case, for example, where we seek to obtain your consent to receive email marketing from Leaders Unlocked. You may withdraw your consent at any time by contacting us using the details at the end of this Privacy Notice.

5. Your choice and your rights

It is always your choice as to whether you want to receive information from us. You can opt out of hearing from us by contacting the Data Protection Compliance Manager Alev Zahir: alev@leaders-unlocked.org

Under the Act and GDPR (UK) you have a right to request a copy of the personal information we hold about you and to have any inaccuracies corrected. You also have the right to request us to erase your personal information, request us to restrict our processing of your personal information or to object to our processing of your personal information.

Should you wish to exercise these rights we require you to prove your identity with two pieces of approved identification (one of these should be photo ID e.g. passport or driving licence. Please address requests to the Data Protection Compliance Manager, Leaders Unlocked, Bootstrap Unit 202, 18 Aswin Street, London, E8 3DL or by email: alev@leaders-unlocked.org.

We will respond within one month, of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records.

Where you have provided your consent for our use of your personal information, you always have a right to withdraw your consent at any time.

The accuracy of your personal information is important to us. You can edit the information Leaders Unlocked holds about you, including your address and contact details, at any time. If you would like to change your preferences or update the details we hold about you then, please contact us at: Leaders Unlocked, Unit 202 The Colourworks, Bootstrap Company, 18-22 Aswin Street, London, E8 3DL or by email: alev@leaders-unlocked.org

6. Sharing your information

Leaders Unlocked may disclose your personal information in the following circumstances:

- To third parties who provide a service to us and are data processors. This would include our trusted partners that work with us in connection with our projects for example freelance professionals who have been vetted by us. We require these third parties to comply strictly with our instructions, data protection policy and data protection laws and we will make sure that appropriate controls are in place.
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply our rights (including in

relation to our website or other applicable terms and conditions) or to protect Leaders Unlocked, for example in cases of suspected fraud or defamation.

Rest assured, we will never share, sell or swap your details with any third parties for the purposes of their own marketing or the monetising of your data.

Third Party Websites

Our website may contain links to websites not owned or controlled by us, for example, Facebook, Twitter and Instagram. Leaders Unlocked does not have any control over these third-party websites. We encourage you to be aware of third-party websites and their Privacy Notices, as we cannot control and are not responsible for privacy policies or practices of third-party websites.

7. Security and Data Retention

Leaders Unlocked uses administrative, technical and physical safeguards designed to safeguard the personal information that we collect. We evaluate these safeguards on an ongoing basis to help minimise risks from new security threats as they become known.

However, we are not responsible for the security of information you transmit to us over networks which we do not control including the internet and wireless networks.

We keep your personal information only for as long as required to operate our projects and so that we don't contact you when you would prefer that we didn't. Where your personal information is no longer required, we will ensure that it is disposed of in a secure manner.

8. Changes to this Privacy Notice

We may update the terms of this Privacy Notice at any time, so please do check it from time to time. We will notify you about significant changes in the way we treat

personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our websites.

If you are unhappy with our work or something that we have done or failed to do, we want to know about it. We also welcome your views on what we do well. Your comments enable us as an organisation to learn and continuously improve our services. Please contact us at: Leaders Unlocked, Unit 202 The Colourworks, Bootstrap Company, 18-22 Aswin Street, London, E8 3DL or by email: alev@leaders-unlocked.org