

Movement to Work Privacy Policy

External (members of the Movement to Work network, youth ambassadors and suppliers)

Date: 05/07/2022

Our contact details

Name: Movement to Work

Address: C/o The Prince's Trust, 8 Glade Path, London, SE1 8EG.

Phone Number: N/A

E-mail: info@movementtowork.com

The type of personal information we collect

We currently collect and process the following information:

- personal details including name, surname, work phone number, work email address;
- contractual details, included goods and services provided;
- location details;
- electronic identification data including ip address and information collected through cookies;
- financial details;
- personal details including name and contact information; and
- employment details.

How and why we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons and used for that purpose:

- maintaining and enhancing the Charity's products and services, including its network;
- account management;
- direct marketing;
- to obtain products and services;
- supplier administration, order management, and accounts payable; and
- evaluating potential suppliers; and
- recruitment and selection of employees.

We also receive personal information indirectly from Get My First Job ("**GMFJ**") when individuals seek to apply for jobs on the GMFJ accessible via our website and white labelled with our branding. The information may be processed by us when there are technology issues on the GMFJ platform and our personnel have to extract candidate information and manually send it to the partner offering a job opportunity. The personal information that we may process through these means include the information highlighted above and as set out in the online GMFJ privacy policy.

We may share this information with our suppliers, our members who are seeking to employ individuals.

Under the UK GDPR, the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting James McCann at info@movementtowork.com;
- We have a contractual obligation; and
- We have a legitimate interest.

How we store your personal information

Your information is securely stored on our online platforms, including our Highrise and Salesforce (CRM software), MailChimp (email marketing service platform) and Google (G-drive) subscription platforms (or such other similar online platforms from time to time) which are all password protected and accessible only via approved Charity personnel email accounts. We also access personal data via that is stored externally on the Get My First Job ("GMFJ")'s server and to the extent we need access this is only permissible with passwords via approved Charity personnel email accounts. Highrise, Salesforce, MailChimp, GMFJ and Google subscribe to good industry practice in so far as security and other technical and organisational security measures are concerned, which we frequently monitor.

We keep personal and contact details such as name, email address, and contact telephone numbers for a maximum period of up to 6 years, unless necessary or where required by applicable law. We will then dispose of your information by carrying out data cleanses of our systems.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@movementtowork.com if you wish to make a request.

Movement to Work recognises that children need to be treated differently from adults.

If you are 16 years old or older, we reasonably believe that you are capable of clearly understanding this Privacy Policy and are capable of making an informed decision about the consequences of consenting to the collection and use of your personal data as set out in this Privacy Policy.

If you are less than 16 years old, you should not consent to the collection and use of your personal data as set out in this Privacy Policy without first reading this Privacy Policy with a parent or guardian and getting their permission to proceed. By proceeding as required below, you warrant that you have the permission of a parent or guardian to proceed and you release Movement to Work from any liabilities or claims that may arise if you are in breach of this warranty. Notwithstanding this warranty, Movement to Work reserves the right to request information from you and undertake any steps reasonably necessary to verify that you have the permission of a parent or guardian to proceed.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@movementtowork.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>