

Data Protection and Be the Change

As the organisation that delivers the **Be the Change** programme, **LoveLocalJobs Foundation Community Interest Company (CIC)** takes the privacy of everyone involved extremely seriously. From the programme Sponsor organisations and their Business Guides to the students and their teachers, from LoveLocalJobs Foundation CIC staff to the event suppliers, we have gone to great lengths to ensure the integrity and safety of the data we handle.

We make sure we pay attention to our responsibilities and everyone's rights under the GDPR, which transferred the EU General Data Protection Regulation (GDPR) into UK law from 25 May 2018.

Our aim is to ensure that the key principles about processing data set out by the GDPR are at the heart of our approach to data protection.

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

For an illustration of how data protection activities are organised across the *Be the Change* programme, [please select here](#).

Privacy Notice: Be the Change programme

1. Introduction

Be the Change means the activities delivered by **LoveLocalJobs Foundation CIC** to support the programme objectives outlined here <http://about.lovelocaljobs.com/portfolio-item/be-the-change/>

LoveLocalJobs Foundation CIC is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you what to expect when **LoveLocalJobs Foundation CIC** collects personal information.

2. Data controller

LoveLocalJobs Foundation CIC acts as a data controller in conjunction with both sponsor organisations and the schools involved in the programme.

3. How we will use your personal information (adult attendees)

We will only use personal information where we have a specific purpose or purposes for doing so:

- to deliver the activities to support the *Be the Change* programme objectives outlined in Clause 1.

To achieve the above aims, uses that will be made of your personal data may include:

- to contact you in relation to the *Be the Change* programme events;
- to include your name, job title and organisation in lists of attendees delivering the events (business guides, teachers, LLJ staff), and on name badges;
- to provide your food preferences, dietary or access requirements to venue or event supplier staff so that suitable adjustments can be put in place.

4. How we will use your personal information (child participants)

A child's personal data merits particular attention under the GDPR.

LoveLocalJobs Foundation CIC has considered the ICO's guidance very carefully when considering what personal data is collected about students participating in the *Be the Change* programme, and how it is used.

We will only use personal information where we have a specific purpose or purposes for doing so:

- to deliver the activities to support the *Be the Change* programme objectives outlined in Clause 1.

To achieve the above aims, uses that will be made of your personal data will include:

- to provide your food preferences, dietary or access requirements to venue or event supplier staff so that suitable adjustments can be put in place.

There is a clear **Privacy Notice** for students that explains what will happen to your personal data collected for the *Be the Change* programme, and what rights you have. The Privacy Notice for students is provided by the school when the school notifies parents and students about the programme.

5. Photographs and videos

LoveLocalJobs Foundation CIC takes photographs and videos of *Be the Change* events and activities that may contain images of you. Using photographs of you counts as processing your personal data.

These may be used for lots of purposes including:

- a record of the activity or the event;
- in a written evaluation report of the activity or event;
- publicity material for further activities or events on leaflets/websites/magazines;
- illustrations of the activities or events in published articles;
- future grant applications;
- social media and online marketing of future events;
- display boards or on the school's website.

LoveLocalJobs foundation CIC will take all steps to make sure images are used solely for the purposes they are intended

Notification about photographs and videos and the use of images is contained in all the privacy notices and confidentiality agreements associated with the programme.

Photographs and videos of child participants

Before we take or use any photographs of you as a participating student, we'll ask you, or someone who takes care of you, to give us permission to take and use pictures.

If you, as a participating student, change your mind about being photographed or filmed at an event, you can opt out at any time.

For more information about the principles of the GDPR, please visit:

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

For information about children and the GDPR, please visit:

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