

Privacy Policy

Here at 15billionebp, we are committed to ensuring that your privacy is protected when you use our services. This policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others, your rights and choices in relation to your information and how we keep it safe and secure.

Any questions regarding this policy and our privacy practices can be sent by email to dp.enquiry@inspireebp.org.uk or by writing to the Data Protection Officer, inspire-EBP, Unit 220, 12 Marshgate Lane, London E15 2NH

Who are we?

We work with schools, colleges, universities, Local Authorities and employers, to help “transform young futures”. In this policy ‘15billionebp’, ‘we’, ‘us’ or ‘our’ means:

Inspire is the trading name for 15billionebp, 15billion and New Hackney Education Business Partnership.

15billionebp - A company limited by guarantee. Registered in England and Wales. Registration number: 02462697 and Charity number 100041

15billion - A company limited by guarantee. Registered in England and Wales. Registration number: 04301654.

New Hackney Education Business Partnership - is a limited company registered in England and Wales. Registered company number: 05157521 and Registered charity number: 1111037.

Registered office: Unit 220, 12 Marshgate Lane, London E15 2NH.

What information do we collect?

The personal information we collect, store and use might include your name, contact details or date of birth. It includes anything that identifies and relates to you, including photographs and video recordings.

Some information we collect is called “special information” and needs more protection due to its sensitivity. This might include:

- sexuality and sexual health
- religious beliefs
- ethnicity
- your health, or
- any criminal history

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Why is personal information collected?

We may need to use some information we collect about you to help us:

- deliver services that support you
- manage services we provide to you
- check and improve the quality of our services
- train and manage our people who deliver those services
- carry out our obligations arising from any contracts entered into between you and us to comply with contractual arrangements
- ensure other data we hold about you is accurate and up to date
- to process job applications
- notify you about changes to our services
- to support and maintain our network, systems and applications
- help investigate any worries or complaints you have about your services and to answer your questions and enquiries
- ensure that content from our website is presented in the most effective manner for you
- allow you to participate in training if you choose to

Lawful Processing

The law requires us to rely on one or more lawful grounds to process your personal information. We consider the following grounds to be relevant:

- Specific Consent
- Where you (or your representative) have provided specific consent to us using your personal information
- Performance of a contract
- Where we are entering into a contract with you or performing our obligations under it
- Legal obligation
- Where necessary so that we can comply with a legal, statutory or regulatory obligation to which we are subject
- Vital interests
- Where it is necessary to protect life or health
- Legitimate interests
- Where it is reasonably necessary to achieve our or others' legitimate interests (as long as what the information is used for is fair and does not duly impact your rights). For example to: enhance, modify, or otherwise improve our service or understand better how users interact with our website. We consider our legitimate interests to include running 15billionebp as a charitable organisation in

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pursuit of our charitable objectives.

When we legitimately process your personal information in this way, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws.

When we use sensitive personal information, we require an additional legal basis to do so under data protection laws, so will either do so on the basis of your explicit consent or another route available to us at law (for example your vital interests, or, in some cases, if it is in the public interest for us to do so).

We only use what we need

We will only collect and use personal information if we need it to deliver a service or meet a requirement.

If we do not need personal information we'll either keep you anonymous if we already have it for something else or we won't ask you for it. For example, in a survey we may not need your contact details, so we'll only collect your survey responses.

If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research.

We will never sell your personal information to anyone else.

We only keep it as long we need it

We will only ever retain personal information for as long as is necessary in order to fulfil the purposes for which we initially collected it or as defined in the retention policies in place to meet these obligations or, as otherwise required by law.

Where you have consented to us using your details, we will keep such data in-line with our retention policies or until you notify us otherwise and/or withdraw your consent.

What are Your Rights?

Under data protection law, you have certain rights over the personal information that we hold about you. Here is a summary of the rights that we think apply:

Right of access

You have a right to request access to the personal data that we hold about you. You also have the right to

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request a copy of the information we hold about you, and we will provide you with this unless legal exceptions apply. For example if it contains information about other people or information that a professional adviser thinks may cause serious harm to you or someone else.

The quickest way to contact us is by emailing us at dp.enquiry@inspire-ebp.org.uk. Alternatively write to the Data Protection Officer at the address given at the beginning of this policy.

When you contact us we will need to ask to see evidence of your identity before we will be able to give you access to your information.

Right to have your inaccurate personal information corrected

You have the right to have inaccurate or incomplete information we hold about you corrected. The accuracy of your information is important to us. If you change email address, or if you believe any of the other information we hold is inaccurate or out of date, please contact us via email or post as shown above. Again, we may need to see evidence of your identity before proceeding with your request.

Right to restrict use

You have a right to ask us to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy or we're not lawfully allowed to use it.

Right of erasure

You may ask us to delete some or all of your personal information and in certain cases, and subject to certain exceptions; we will do so as far as we are required to. Please note that we can't delete your information where:

- we're required to have it by law
- it is used for freedom of expression
- it is for, scientific or historical research, or statistical purposes where it would make information unusable it is necessary for legal claims

Keeping your information safe

When you give us personal information, we take reasonable steps to ensure that appropriate technical and organisational controls are in place to protect it. We deploy multiple layers of security including controlled access to systems and networks to prevent unauthorised access to your personal information.

In addition we store all your personal information on secure servers protected by encryption technology

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(meaning that information is hidden so that it cannot be read without special knowledge such as a password and electronic information is always securely transmitted. Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.

Where is my information kept?

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system inside the EU.

Use of 'cookies'

Like many other websites, this website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. For example, we use cookies to store your country preference. This helps us to deliver a better more personalised service when you browse our website and improve our services.

It is possible to switch off cookies by setting your browser preferences. Information on how to do this can be found by pressing the "Help" button on your browser.

Changes to this policy

Any changes we may make to this policy in the future will be posted on this website so please check this page occasionally to ensure that you're happy with any changes. If we make any significant changes we'll make this clear on this website.

Review of this Policy

We keep this policy under regular review.