

SPEAKERS FOR SCHOOLS PRIVACY NOTICE FOR CHILDREN & YOUNG PEOPLE

Speakers for Schools (We) are committed to protecting and respecting your privacy. We don't hide behind small print because we understand how important your privacy is to you.

That's why we share everything you need to know about what we do with your personal information. We also make it simple for you to tell us what you want us to do with your data.

We aim to be open and fair in all aspects of how we collect, manage and account for your personal data.

What is personal data?

Personal data is information about you that we collect to identify you. There are a few different types of data we might receive depending on the part (our services) of Speakers for Schools you use.

What personal data do we collect and where does it come from?

You give it to us when you sign up to use our services or you contact us. You have given us permission (consent) to use and store your information.

If you are under 13 then your parent/guardian or adult must give us their consent to use your information on your behalf. We tell them how we keep that information safe in our main 'Privacy Notice' which is written for adults.

If you are over 13 then you can give us your permission (consent) to record and use some data about you depending on what we are doing and hold on to it for as long as we need to.

Your school/college may also share your information with us where we have an agreement to do so. Your school has agreed to share some information they hold on you so that you can be part of a programme.

To help us identify you and so that you can use our services to the best, collect the following information:

- Your name
- Your email address
- Data of Birth
- Address
- Your phone number
- The School/College you attend
- Your log-in and password
- Your social media handle (if you follow us, message us or comment on our posts on Facebook, Instagram, Twitter ect.)
- Technical information your computer, tablet or phone tells us, like where you are and the device (e.g. PC, Phone or iPad) you are using, and
- Information about your visit to our site, like which pages you visited, any searches you made on the site and other sites that you go to from our site. Some of this information is provided by cookies (little bits of computer software) that operate on our site. For more information about cookies, how they work, and the ones we use on our site, please see our Cookies Policy.

There are some types of information we might collect from you that we are extra careful with. This information is called special category data. We only ask for this if we really need it:

- Information on free schools meals you may get
- Your gender
- Your ethnicity
- Medical information
- Any other needs you might require

How do we use this information about you?

The main reason we collect your information is so that we know who you are and we can connect with you about things that might be of interest to you. We also use your details to help us find learning opportunities, experiences, discounts, promotions, and events that may be useful to you. We ask for your consent to use your data when we need to and at other times we work on the basis that, on balance, it is fair to you (and us) to do so (legitimate interest). Such as using data to look at (research) how well projects are running over the years or contacting you for surveys.

Sharing your information

We use a few different services and databases to manage your data but we do not pass your personal details on for anyone else to use outside Speakers for Schools without your permission (consent), unless for legitimate interest.

With your consent, we share information about you with our sister company, SFS Media Ltd - <https://www.youthcareercoach.co.uk/privacy-policy>.

We share some of your information with companies who help us to see how our projects are helping young persons in their journey through school, college and beyond.

Where is the information kept?

All of the information is kept very safe in the European Union (EU). But we may use some companies who help us run our business, and these may be out of the European Union. When this is the case we make sure that they look after your data as much as we do. More about this can be found in our main privacy notice.

How long do we keep your information for?

We have thought a lot about how long we should hold on to personal data. We keep it for as long as you are using our services, and when you stop, we only keep it for two years after that.

There is some data that we need to keep for legal reasons. We have a list of how long we keep all information and what we do with it (delete or archive) when its time is up! We keep it very safe on our systems, just like you would expect us to.

There are different rules for different types of data and we make sure we are following all the rules.

What can you do about the data we have about you?

The law gives you 'rights' over the personal information that we have about you. These rights mean you can:

- ask us to stop sending you newsletters and to delete any information (like your email address) that we hold for that purpose.
- to ask us to stop doing anything with the information we hold about you.
- request a detailed summary of the information we hold about you free of charge.
- complain about us to the person who protects your privacy rights in the UK, the Information Commissioner's Office (<https://ico.org.uk>);
- change your mind about our holding your information.
- ask us to stop using any of your personal information.
- let us know if you think our use of your personal information is unfair; and
- ask us to correct, delete, limit, or stop using any of your personal information

Contact us:

If you would like to know more about the personal information, we have of yours or ask us a question, please ask us by contacting our Data Privacy & Compliance Officer, Victoria. She is the one who helps to look after your information in Speakers for Schools. You can contact her at DPO@speakersforschools.org or write to her at

Data Privacy & Compliance Officer, Speakers for Schools, Fleet House, 8-12 New Bridge Street, London, EC4V 6AL

If you are under 13 you will need to get a parent/guardian, or older person to do this for you.

It would be best if you speak with a parent/guardian about why you like to contact us and copy them into any emails you send or show them any letter you write.

THIS PRIVACY POLICY WAS LAST UPDATED ON 18th MAY 2022.