

Privacy Notice—GDPR compliant—Communications

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

Oxford Youth Lab operating as Right to Succeed collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

The personal information we collect and use

In the course of Communications, we collect the following personal information when you provide it to us:

- Names of organisation staff or an individual contact, job titles, email addresses, phone numbers, home and work addresses,

We also obtain personal information from other sources if specific consent is given as follows:

- Names, address, email address, amounts donated to the Charity from Virgin Money Giving Limited
- Names, address, email address, amounts donated to the Charity from Beyond Me

How we use your personal information

Where you have consented to receive information on our charitable work, we use your name and email address to:

- In order to share information that may be of interest to you by email for information purposes only
- To share our newsletter, for which we will require opt-in consent for information and marketing purposes

Who we share your personal information with

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

Whether information has to be provided by you, and if so why

The provision of *name, email and address* is required from you to enable us to keep you informed of our charitable work. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

For donors, the provision of name and address and amounts donated is required for us to understand where are funding has come from and must be maintained in line with our retention log.

How long your personal data will be kept

- We will hold your name and email address until you withdraw your consent.

Reasons we can collect and use your personal information

You have given us consent to contact you either by email or through a newsletter, providing information about the Charity, our Programmes or related sector news that might be of interest.

Transfer of your information out of the EEA

We may transfer your personal information to the following which are located outside the European Economic Area (EEA) as follows:

- USA

Such countries do not have the same data protection laws as the United Kingdom and EEA. Whilst the European Commission has not given a formal decision that the USA provides an adequate level of data protection similar to those which apply in the United Kingdom and EEA, any transfer of your personal information will be subject to a *appropriate contractual terms with our data processor* that are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal information. To obtain a copy of the such *safeguards* please contact us at hello@righttosucceed.org.uk.

If you would like further information please contact us (see 'How to contact us' below). We will not otherwise transfer your personal data outside of the United Kingdom or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to us hello@righttosucceed.org.uk
- let us have enough information to identify you
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates

If you would like to unsubscribe from any *email or newsletter* you can also click on the 'unsubscribe' button at the bottom of the *email or newsletter*. It may take up to 30 days for this to take place.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Changes to this privacy notice

This privacy notice was published on 24 May 2018 and last updated on [n/a].

We may change this privacy notice from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to hello@righttosucceed.org.uk , write to Right to Succeed, Unit M2, 40 Bowling Green Lane, London, EC1R ONE or call 020 8099 5171.