

# Privacy notice – Enterprise for Education (E4E)

## Who we are?

Enterprise for Education (E4E) is a Derby-based careers and employability skills provider, which is part of Derby City Council's Economic Growth Service. Our address is The Council House, Corporation Street, Derby, DE1 2FS.

## How do we collect information from you?

We collect information from you when you visit [www.enterprise4education.com](http://www.enterprise4education.com) also when you contact us via our online form, in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

## What types of information do we collect from you?

We collect different categories of information about you as we need to process information relating to your volunteering availability, experience and activities. This could be personal information for example your name and address, your email, company number and email address, volunteering and academic experiences or other more sensitive data that we would only collect and use in very particular circumstances that are set out by law.

## Details of information obtained from third parties?

We may obtain information from third parties which may be used to contact you regarding volunteering opportunities.

## How is your information used?

We may use your information to:

- Inform you of volunteering opportunities and any other relevant information regarding upcoming events.
- Notify you of changes to our events or services.
- Keep a record of and collate information about volunteer numbers.
- To inform schools of volunteer numbers for E4E events.
- In accordance with our volunteer recruitment processes we will contact you regarding new volunteering opportunities in Derby and or any pertinent news stories relating to E4E activities. You can opt out at any time by emailing [e4evolunteer@derby.gov.uk](mailto:e4evolunteer@derby.gov.uk)

## Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.



## Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- Internally with other departments – we may share your information with Finance, and Safeguarding.
- Statutory agencies, such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.
- [Mailchimp](#) – we use Mailchimp to send our newsletters and eshots. The email address you provided when you signed up to receive these emails is held on servers within Europe. Your email address will only be used to send you communications relating to advertising in Derby. You can view Mailchimp's privacy policy on their website at <https://mailchimp.com/legal/privacy/>.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

## What are your rights in relation the personal data we process?

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to challenge automated decisions** - you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

## How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with Data Protection legislation.

## What security precautions are in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot



guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Details of any automated decision processes**

We will not process your data for any automated decision processes.

### **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.

### **Cookies**

#### **What are Cookies and why are they used?**

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

### **Complaints**

If you would like to make a complaint regarding the use of your personal data, you can contact our Data Protection Officer;

**By Post:** Information Governance  
The Council House,  
Corporation Street,  
Derby, DE1 2FS

**By phone:** 01332 640763

**By email:** [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

**By Post:** Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By phone:** 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

