



SCTP Privacy and Transparency Notice

Introduction

SCTP takes your privacy very seriously. We are registered with the Information Commissioner as a Data Controller and our registration is ZA277264. Our registration can be found by searching at: <https://ico.org.uk/ESDWebPages/Search>.

If you have any questions or wish to make a request in relation to your information, please contact the Data Protection Lead at vanessapotter@sctp.org.uk.

SCTP **collects, uses, stores** and **shares** information about you, for the purposes of performing the following activities;

- Graduation Events
- Employer Information Events
- Careers Fairs
- Careers Taster Days
- Skills Related Research Projects and Surveys
- Development of Short Films and Skills Resources
- Provision of Membership Services
- Delivery of Skills Related Projects

The lawful basis of the activity will depend on the nature of services but will usually be to satisfy the 'legitimate interests' of SCTP.

Some of your personal information is transferred outside of the UK to EU Member States or the United States such as when we are using third party systems or providers. We ensure that we, or our suppliers, have the necessary safeguards in place to protect your personal data when transferred.

How does SCTP collect my information?

We will collect information about you, either directly – for example, when you provide it to us through signing up for an event or providing your details during an event, or indirectly – such as through website cookies or when it is provided by your employer or university, for example.

The information we collect about you will be stored on computer and electronic systems. The information could include **Personal Data** such as;

- Name
- Address
- Date of Birth
- Email address
- Photographs or videos (where consent provided)
- IP address
- Contents of emails sent via website or event registration forms
- Educational information
- Job title

As well as **Sensitive Personal Data**, where it is relevant to events management;

- Allergies / Disabilities

How Does SCTP use my Information?

SCTP may use your information in the following ways:

- To plan and administer events
- To undertake membership support activities and services
- To collect information on the instruction of your employer or training provider
- To maintain registers of event or training attendance
- To ensure proper functionality of the website
- To promote our activities on social media (where consent provided)

To undertake some of these activities, your information will be shared internally across our teams. We will work to ensure that only the right people have your information and that they are only given the information they need.

Who does SCTP share my information with?

SCTP works hard to ensure that only the right people have your information and that they are only given the information they need. We routinely share information with:

- Project commissioners (if they have engaged us to deliver a service for them)
- Project consultants contracted to undertake project delivery on behalf of SCTP

SCTP uses other companies to help us deliver some of our services such as;

Accounting:	Xero
Events Management:	Eventbrite/Ticket Tailor
Communication:	Mailchimp
Storage, Communication and Access:	Microsoft

Personal data will never be made available to organisations not involved in delivering services or contracted directly by us without letting you know and giving you a chance to object (aside from in the examples listed in the section below).

We have contracts in place with these organisations that prevent them from using it in any other way that how we tell them to. These contracts also require them to maintain good standards of security to ensure your confidentiality.

Will SCTP share without asking me?

Sometimes we will be required by law to share your information and will not always be able to discuss this with you directly.

Examples might be;

- Sharing with the police or tax authorities for the detection or prevention of crime
- Where it is in the wider public interest – to keep the public safe for example.
- To safeguard children or vulnerable adults
- Because the court has told us we must share

What are my information rights?

Data protection law provides you with several rights that SCTP is committed to supporting you with;

Right to Access

You have the right to obtain:

- Confirmation that your information is being used, stored, or shared by SCTP
- A copy of information held about you
- If you only require a particular part of your record, tell us and this can reduce the time it takes to provide it

- We will respond to your request within one month of receipt or will tell you when it might take longer
- We are required to validate your identity including the identity of someone making a request on your behalf

Right to Object or Withdraw Consent

- We collect, use, store and share your information because we are permitted to by law; in order to deliver our services, but you do have a right to object to us doing this
- When we collect, use, store or share your information based on your consent, you have a right to withdraw that consent at any time
- Our Data Protection Lead will be happy to speak with you about any concerns you have

Right to Correction

- If information about you is incorrect, you are entitled to request that we correct it
- There may be occasions, where we are required by law to maintain the original information – our Data Protection Lead will talk to you about this, and you may request that the information is not used during this time
- We will respond to your request within one month of receipt or will tell you when it might take longer

Complaints

- You also have the right to make complaints and request investigations into the way your information is used. Please contact our Data Protection Lead or visit the link below for more information
- For more detailed information on your rights visit <https://ico.org.uk/for-the-public/>

Does SCTP use profiling or automated decision making?

No, SCTP does not undertake automatic profiling or automated decision making in relation to your information.

Our Data Protection Lead will be happy to speak to you about this if you have concerns or objections.

How does SCTP protect my information?

SCTP is committed to ensuring the security and confidentiality of your information. There are a number of ways we do this;

- Staff receive regular training about protecting and using personal data
- Policies are in place for staff to follow and are regularly reviewed
- We check that only the minimum amount of data is shared or accessed
- We use controlled access to systems; this helps to ensure that the right people are accessing data – people with a ‘need to know’
- We use encrypted emails and storage which would make it difficult for someone to ‘intercept’ your information
- We report and manage incidents to make sure we learn from them and improve
- We put in place contracts that require providers and suppliers to protect your data as well

How long does SCTP store my information?

You can see details of how long we retain key records below.

- Membership information – 12 months after membership ceases
- Project information – in accordance with the specific project criteria

We hope that this answers all your questions. If you have any concerns or objections about the way we use your information, please let us know.

Changes to this privacy policy

SCTP reserves the right to amend this Privacy Policy at any time, for any reason. Notice of such amendments will be posted as an updated Privacy Policy on the SCTP website at www.sctp.org.uk. This policy was updated on 23.04.2024.