



Privacy Statement

Who are we?

The Love Local Jobs Foundation is a charity which exists primarily to benefit a community, or with a view to pursuing a social purpose. The Foundation's activities provide benefit to children, youths and young adults by raising their life and career aspirations whilst providing them with information, advice and guidance.

The Foundation promotes and coordinates programmes to support its objectives – to ensure that every young local person it interacts with has the experiences, tools, confidence, and inspiration they need to realise their full potential.

The Foundation's programmes are delivered by The Love Local Jobs Foundation (www.lovelocaljobsfoundation.org.uk).

Programmes and services promoted by the Foundation include the Be the Change, Dare to Dream and Take the Leap student programmes, careers advice, news and information, events in association with organisations in the public, private and voluntary sectors.

Established in 2018, The Love Local Jobs Foundation receives no government funding and relies solely on sponsors and donors to help make the programmes and services a reality.

The Foundation has its registered office at 168 Church Street, Hove, E. Sussex, BN3 2DL, UK.

Company Number: 13847174 **Charity Number:** 1202235

Data Protection

At the Foundation we take your privacy seriously and are committed to protecting your personal information and adhere to the General Data Protection Regulation UK (GDPR) May 2018.

We endeavour to ensure that your personal data will be processed in accordance with the GDPR and that:

- it will be processed fairly and lawfully.
- it will be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- it will be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
- it will be accurate and, where necessary, kept up to date.
- it will not be kept for longer than is necessary for that purpose or those purposes.
- it will be processed in accordance with the rights of data subjects under this regulation.
- technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- it will not be transferred to a country or territory outside the European Economic Area.



Data Collection

The Foundation may collect the following data:

Information about you - we may collect personal information from you when you:

- enquire about the website, our programmes and services, opportunities and/or about the Foundation.
- request or share your information through the website.
- register for any of our mailing lists or events.
- contact us through the website, or any other channel including social media.
- attend Foundation programmes or events in any capacity including but not limited to as a delegate, student, sponsor/donor representative, educational institution staff member, event supplier, invited guest, nominated visitor.

This personal information may include but is not limited to the following information about you:

- your name (including your first name(s) and surname);
- your job title;
- your email address
- your postcode;
- your phone number;
- other details about you that you or others provide to us;
- video footage and photos of you.

We may also ask for or collect some non-personal information from you.

How do we use this information?

Your personal information will only be used by us to:

- process your requests;
- respond to your questions or comments;
- prepare proposals about the Foundations programmes and services;
- provide or administer activities relating to the Foundation's programmes and services;
- provide you with information relating to the Foundation, the website or our programmes and services, or that we feel may be of interest to you;
- maintain our organisational records;
- carry out anonymised or pseudonymised research, including evaluation carried out for us by another organisation or to prepare reports.

Who will we share your data with?

The Foundation will not distribute or pass your personal information to third parties unless we have your consent or are required by law to do so. You may request details of personal information which we hold about you under the UK GDPR.

We will not transfer your data to any destination outside the European Economic Area (EEA).

We will share your details with LoveLocalJobs.com Limited for the delivery of the programmes when required.

Legal basis for using your information

In most cases, we will only use your personal information where we have your permission or because we need to use it in order to fulfil a request from you (for example, because you have registered your interest in a programme or event).

However, there are other lawful reasons that allow us to process your personal information and one of those is called 'legitimate interests'. This means that the reason that we are processing information is because there is a legitimate interest for the Foundation to process your information to help us to achieve our objectives.

Whenever we process your personal information under the 'legitimate interest' lawful basis we make sure that we take into account your rights and interests and will not process your personal information if we feel that there is an imbalance.

Some examples of where we have a legitimate interest to process your personal information are where we use your personal information for data analytics, conducting research to better understand who our beneficiaries and supporters are, improving our services, for our legal purposes (for example, dealing with complaints and claims), for accounting purposes.

Processing children's personal data

Special consideration must be taken when processing children's personal data under UK GDPR.

To this end we review our activities to ensure that they are compliant with the new GDPR requirements, and the updated Data Protection Act 1998. The Foundation complies with guidance from the UK Regulator (ICO - Information Commissioner's Office).

We analyse our work to identify where Data Protection impacts on children and young people. Our processes are then simplified to make sure we collect the minimum amount of personal data that allows the Foundation's activities to run. The Foundation works with educational institutions and other organisations, so they take responsibility for data protection where possible. For example, educational institution staff liaise with those with parental responsibility about data collection and privacy information for young people in their care who are attending events.

As part of our programme activities, photographs, video footage, and other media content featuring student participants may be used for promotional, reporting, educational, or informational purposes, including but not limited to our website, social media, printed materials, and presentations.

Permission for the use of such media is obtained by the participating educational institutions from the parents or legal guardians of the students involved. It is the responsibility of the educational institutions to ensure that appropriate consent has been secured prior to participation. The foundation acts in good faith based on the assurances provided by the schools and does not independently collect or verify parental permissions.

Where consent is not granted, it is the responsibility of the respective educational institutes to inform our foundation and ensure appropriate steps are taken to exclude those students from any photography or filming.



For ICO information about processing children's data [click here](#).

Security

All information you provide is stored on our secure servers maintained by our IT Services partner. The Foundation uses the Salesforce CRM database for storing sponsor and donor business contacts data. From time to time we may also use Google Analytics for traffic tracking activity on our website. You can find out more about Salesforce's position on security here: <https://trust.salesforce.com/en> and Google's position on security [here](#).

What are cookies?

Cookies are small pieces of data that are stored on your computer, mobile phone or other device that websites and applications use for security purposes and to deliver products, services, and advertisements, and to understand how they are used. With these technologies, a website or application can store information on your browser or device and later read that information back. [Click here for more information on Cookies and how to manage them.](#)

We use cookies to:

- show what matters to you - they help us know who you are so we can show content that's most relevant to you, including features, products, and ads;
- improve your experience - they work with the site's features and help us improve our products and services;
- provide protection and security - they help secure the website by letting us know if someone engages in activity that violates [our terms](#).

Please contact us if:

- you wish to wish to make a subject access request.
- you believe that any information that the Foundation is holding on you is incorrect or incomplete.
- you would like to change your data preferences, including opting out of any communications.

You can contact us at:

The Love Local Jobs Foundation
3rd Floor
25 Pelham Square
Pelham House
Brighton
BN1 4ET, UK
Tel: 01273 651108
Email: Contact@lovelocaljobsfoundation.org.uk

The Foundation will acknowledge receipt of your request within three working days and provide you with a timely response in line with GDPR.