

## **Linacre Institute Privacy Policy**

The Linacre Institute is an independent educational charity. This policy will explain how we use personal data.

### **Who is the data controller?**

Paul Coupar-Hennessy, Executive Director

### **What data do we collect?**

We do not collect data via our website without express permission. We do not use cookies.

We gather data from supporters of the charity when they sign up to our newsletter service on MailChimp, or sign up as donors. This data is personal identification information (name, email address, phone number, etc.).

We collect the following data from / about students:

- Personal identification information (name, email address, phone number, etc.)
- Details of schools students attend and past academic results, as well as courses being studied.
- Details of how teachers at schools think students are performing
- A logical-thinking test score

### **How do we collect your data?**

All supporters and donors provide data by consent using sign-up forms.

Students directly provide Linacre with most of the data we collect. We collect data and process data when you:

- Fill in an application form.
- Fill in our logical thinking test.
- Fill in our consent forms.

- Fill in our evaluation forms.

We may also receive data indirectly from the following sources:

- Students' schools

### **How will we use your data?**

We collect supporter and donor data so we can provide news about the charity.

We collect student data so that we can:

- Select students for the Reach Higher programme
- Run the Reach Higher programme safely
- Stay in touch with students once they graduate from the programme
- Evaluate the success of the programmes we run

We share student data with partner organisations so that they can help us run and evaluate our programmes.

- South Yorkshire Futures
- HEPPSY
- Ucas
- Students' schools

Students consent to this in the application form.

### **How do we store your data?**

We securely store any paper data at Scotia Works, Sheffield S1 4SE in locked filing cabinets.

We store electronic data on Google G-Suite. Access to this is limited to Linacre staff with secure sign-ins, and the most sensitive information is available only to the Executive Director.

We will keep supporter and donor data until they withdraw consent.

We will keep student data needed to evaluate our programmes for 20 years. This long period is necessary to evaluate the success of our programme over time. Once this time period has expired, we will delete your data by shredding paper records and deleting electronic information.

We will delete any data not needed to evaluate the programme after 5 years.

## **News**

If you have agreed to receive news, you may always opt out at a later date.

You have the right at any time to stop us contacting you.

If you no longer wish to be contacted, please [click here](#).

## **What are your data protection rights?**

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Linacre for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Linacre correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Linacre erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Linacre restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Linacre's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Linacre transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: 07961 844 756

Or write to us: Linacre Institute, Scotia Works, Sheffield S1 4SE

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. We do not use cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **Privacy policies of other websites**

The Linacre website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and place updates on this web page. This privacy policy was last updated on 1 March 2020.

## **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, contact us.

Email us at: [info@linacreinstitute.org](mailto:info@linacreinstitute.org)

Or write to us at: Linacre Institute, Scotia Works, Sheffield S1 4SE

### **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Linacre has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

<https://ico.org.uk/>