

# **BREAKTHROUGH Dundee**

## **Privacy Statement**

The purpose of this statement is to explain to you what personal information we collect and how we may use it.

### **1. About Us**

This website [www.breakthroughdundee.co.uk](http://www.breakthroughdundee.co.uk) is owned and operated by BREAKTHROUGH 1to1, a charity registered in Scotland no. SC047636, having its registered offices at Courier Buildings, Albert Square, Dundee DD1 9QJ.

BREAKTHROUGH is committed to protecting your privacy and maintaining the security of any personal information received from you. We strictly adhere to the requirements of the data protection legislation in the UK and we are registered on the Data Protection Public Register number ZA274655

### **2. Information we collect about You**

When you register on our website to become a mentor, we collect your name, address, age, contact details and other details relevant for the purposes of matching you to a mentee. We do not collect sensitive information about you except when you specifically knowingly provide it and have consented to this.

When you register your interest to become involved with BREAKTHROUGH in other ways, we collect contact details for you &/or your company for the purposes of progressing your expressed interest.

### **3. What we do with your Information**

We use your personal information to respond to your enquiry or to determine your suitability to mentor a young person in one of Dundee's secondary schools. We will only contact you with your consent. We will also use this information to:

- invite you to attend BREAKTHROUGH events and training sessions
- create a mentor profile
- match you to a young person
- record your mentoring journey
- keep you up-to-date with BREAKTHROUGH news and information

### **4. Sharing your Information with Third Parties**

Your information will only be shared with staff from BREAKTHROUGH for the purposes of progressing your involvement as a mentor or for getting involved in other ways. Your information will not be shared with any other third party without first obtaining your consent

### **5. Cookies**

This website uses cookies. We use cookies to help us improve your experience when you visit our website. Cookies are small text files stored by the browser on your computer or other device when you visit our website. Cookies store small pieces of information e.g. they will remember you've visited our website or performed a certain action. However, personal data can never be obtained from cookies. For example, a cookie might store information so you don't have to keep entering it.

For cookies to be stored on your computer, you do not need to make any special browser settings. The browser accepts cookies as a default setting and stores them in a folder that may be named 'Temporary Internet Files' for example. To stop cookies, simply deactivate this function in your browser. For more information, consult the help files for your browser. You can also delete cookies at any time. Cookies can speed up your access to our websites as they store your previous viewing information so note that deactivating or deleting cookies may restrict your use of the website and the available services.

**6. How we Protect your Information**

We follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access to, and loss, misuse or alteration of your personal information in accordance with the UK data protection legislation. These include firewalls and virus checking procedures.

You are responsible for keeping any confidential passwords or other login or access details which you select or which we allocate to you secret. Whilst we take steps to ensure the security of your information, there is a risk that any information transmitted over the Internet and stored on a computer may be intercepted or accessed by an unauthorised party. If you think that someone has accessed your information held by us without your permission or gained unauthorised access to your login details, you must notify us at [info@breakthroughdundee.co.uk](mailto:info@breakthroughdundee.co.uk)

**7. Correcting your Information**

You are entitled under Data Protection law to require that we update your personal information to ensure it is up-to-date and accurate. In order to maintain the accuracy of the information we hold, you can update your personal details by sending us an email to [info@breakthroughdundee.co.uk](mailto:info@breakthroughdundee.co.uk)

**8. Obtaining a copy of your Information**

You are entitled to receive a copy of the information we hold about you and can do this by contacting [info@breakthroughdundee.co.uk](mailto:info@breakthroughdundee.co.uk)

**9. How long we hold your Data for**

Some of the information you provide to us will be necessary to carry out repeated tasks, such as re-matching mentors with new mentees. We will keep this information for as long as you remain a registered volunteer and for so long as reasonably necessary.

**10. Links to Third Party Websites**

Our website contains links to other websites belonging to third parties which are not covered by this privacy policy. If you want to click through to a third party website, please make sure that you read the privacy policy for that website.

**11. Updates to this Policy**

We may update this Policy at any time without notice. We will tell you that we have updated the policy by emailing you or posting an announcement on the website. By continuing to use the website after we have posted a notice informing you of an update, you accept the changes to this Policy.

**12. Contacting Us**

If you have any questions about privacy, or wish to update your details or have them removed from our mailing list at any time, please contact us using [info@breakthroughdundee.co.uk](mailto:info@breakthroughdundee.co.uk)

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