

# CSWB Privacy Policy

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When you signed up with CSWB we gave a short outline of how we use your personal data. This document gives supplementary information as to how we use your data and comply with the provisions of the General Data Protection Regulation (GDPR).

## 1. Information we collect.

The information about you that we collect is:

- 1) That on your application form – name, contact details, details of former job, your redundancy and how you found out about CSWB
- 2) On an ongoing basis we keep details of your attendance at our meetings and of any 1-on-1 support sessions you have had with our volunteers
- 3) Feedback from you on our meetings – though this is anonymous and does not include your name.

## 2. How we process your data

We use the online services of membermojo.co.uk. They are our data processor. Your data is held securely and can only be accessed by CSWB administrators. You can read how they comply with GDPR and their privacy policy at <https://membermojo.co.uk/mm/help/privacy>.

## 3. How we use your data

The main use of your data is to enable us to communicate with you – primarily using email.

Specifically this includes:

- weekly emails with meeting notes and handouts
- urgent emails with details of cancellations or changes of meetings
- following up on your current job seeking status

Additionally, we aggregate individual data to provide summary statistics and analyses to help us make grant applications and also provide information to our existing funders. Examples include:

- number of job seekers helped during a given period
- reasons for leaving
- average attendance at meetings
- length of stay with CSWB and reasons for leaving

All this data is anonymised and does not identify individuals by name.

## 4. Who we share your data with

Nobody! Even though we are part of The Foundation for Job Seekers network, they receive only summarised statistical data from us, and no names or details of our job seekers.

## 5. How long do we keep your data?

We keep your data on file for 2 years after you formally leave us, either through notifying us (e.g. you have found a new job), or your failure to respond to requests for status updates. This allows us to keep alumni informed of news or special events from CSWB. You can request to be removed earlier or to remain on our emailing list for longer by emailing [membership@careerswestberks.org.uk](mailto:membership@careerswestberks.org.uk).

## 6. How we protect your data

Currently your data is held at membermojo.co.uk. In the event of any breach it is the duty of both of us to report it to you and also the Information Commissioners Office.

## 7. Your right to access

Under GDPR you have the right to access your personal data and supplementary information. You can access and amend your personal data through your membermojo account. Alternatively, you can a data access requests to [membership@careerswestberks.org.uk](mailto:membership@careerswestberks.org.uk). Access requests are free of charge and we will respond within one month.