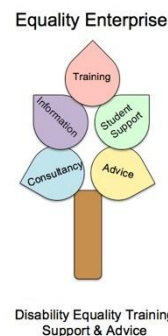


Equality Enterprise Privacy Policy Service provision and Employment 12/07/19



Equality Enterprise is a company, which provides support, note taking, study skills, mentoring, training and support to disabled students in Higher Education. The aim of this policy is to provide clear information about how we use the personal information we collect in accessible language.

What information do we collect?

Some of the information you provide to us may be sensitive personal data, such as diagnostic reports or GP letters. We will also receive information on Needs Assessments and funding agreements from your funding body or from your University but only when you have given consent to the University for Equality Enterprise to receive this.

How we will use that information

The information we collect is to enable us to provide a service which includes Mentoring, Study skills or support on campus which can take the form of note taking or on-site camps support. We will only ever use personal data where this is essential to provide a service to you.

Confidentiality of the data.

Equality Enterprise views the confidentiality and privacy of those using its services as paramount. Any personal information you provide will be held securely, and your personal information will not be sold or traded to another organisation or company.

As part of our audit process and financial processes we may request your consent to share information with Auditors, your Higher Education Institution (HEI), or your Funding Body but this will only be related to the type of support you receive and the number of hours we have provided support.

We are required to keep our financial records for 5 years and we will keep any data we hold for the same period as we know that sometimes students may return to study after their courses have ended. The aim is to ensure continuity of service.

We have not set up our website to collect any data about anyone who access it and use it purely as a way to provide information to interested parties.

Feedback and Reviews

If we have consent to use your e-mail contact, we will e-mail you each term to request feedback from you regarding the support you have received. We are required to complete this as part of our annual audit. The reviews are completed on line, are anonymous will not include any information on names or contact details.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please e-mail us on support@equalityenterprise.co.uk.

We want to make sure that the personal information we hold is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under review and aim to review it annually or sooner in the event of significant changes. This policy is due for review on 21/05/19

As Employers

In addition, Equality Enterprise is also an employer and the company is responsible for holding information on staff which includes:

CV's

Name and Address

Bank details

Contact information-E-mail and phone contact

The purpose for us holding and processing this information remains the same and we will continue to use it for employment purposes only. We will not disclose this information to any other parties without consent from an individual to do so. We are also clear on our responsibilities to ensure that all employees are aware of the data protection law in terms of confidentiality, safe storage and handling sensitive information and include this in formal training sessions for our staff.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold. You can do this by e-mail or phone.

Tracy Rollins is responsible to managing our privacy policy.

Our contact details are

Support@equalityenterprise.co.uk

02037252000

Website: equalityenterprise.co.uk

