

**Privacy Notice**

At MCR Pathways we are committed to respecting and protecting the privacy and security of personal data and ensuring compliance with relevant legislation including the General Data Protection Regulations, which are effective from 25 May 2018.

**Why We Collect Data (Basis for Lawful Processing):**

MCR Pathways hold personal data through the condition of legitimate interests in order to advance our objectives to provide equality of education outcomes, career opportunities and life chances for care experienced and disadvantaged young people relative to any other.

Data is primarily utilised to enlist volunteers and partners in order to provide school-based mentoring and Talent Taster programmes for young people to find, grow and use their talents through education and learning.

**How Personal Data Is Collected:**

MCR Pathways collects personal data in different ways, predominantly through the mentoring application and matching process, the regular monitoring and feedback/evaluation of mentoring relationships, provision of training and notification of events and opportunities relating to the support of the young people that the programme aims to benefit.

**How Personal Data Is Stored:**

Personal data is securely stored electronically and/or in paper form.

**Purpose of processing:**

MCR Pathways processes personal data in order to deliver relevant mentor/mentee/talent taster opportunities via our volunteers and partners; the processing will include running specific searches against a number of criteria from the information we have gathered.

MCR Pathways will not use any form of automated decision making when assessing such suitability for opportunities.

MCR Pathways will, on some occasions, process data for internal reporting and research purposes such as reviewing the number of candidates on our database. These reports will not be shared with third parties but anonymised reports may be discussed and shared (not including any specific personal data).

MCR Pathways will process data in order to communicate with volunteers, partners and staff members, informing them of relevant opportunities, updates and events required to implement our programmes and to the advancement of our objectives.

**Data Retention:**

MCR Pathways will retain your personal data only for as long as is necessary to fulfill the above objectives. Different laws require us to keep different data for different periods of time and we may require to balance the retention of certain data with the broader interests and wellbeing of the care experienced and disadvantaged young people whom we are assisting.

**Sharing data:**

MCR Pathways will not share your data with any third parties other than those with whom we have signed a formal data-sharing agreement or unless you have given explicit consent. Such consent can be withdrawn at any time.

**Security of your personal information;**

MCR Pathways stores your electronic data on secured platforms. Encrypted database backups are held off-site on a secure location and are subject to a regular clear-down schedule.

All of the software used to process and store your data is password protected and is accessed by authorised personnel only.

**Your rights:***Rectification and Erasure:*

You have the right to choose who holds your data. If you no longer wish MCR Pathways to hold your data, you have the right to request to have any personal data we hold on you corrected and or deleted. If this is the case, please communicate this in writing to [privacy@mcrpathways.org](mailto:privacy@mcrpathways.org) providing details of the data you wish to be corrected OR if you wish to have your data deleted. We will then respond within 30 days of receipt of request.

*Subject Access Request (SAR):*

If you wish to access the data we hold on you, please email [privacy@mcrpathways.org](mailto:privacy@mcrpathways.org) outlining the specific request and we will respond to you within 30 days of the receipt of the SAR.

*Withdraw Consent:*

Where you have consented to MCR Pathways processing your personal data you have the right to withdraw that consent at any time. To do so, please communicate this in writing to [privacy@mcrpathways.org](mailto:privacy@mcrpathways.org)

*Please be aware that you also have the following data protection rights:*

- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;

*Complaints:*

If you wish to complain about how MCR Pathways has processed your data or how we have dealt with any of your requests regarding your data, please contact [privacy@mcrpathways.org](mailto:privacy@mcrpathways.org) in the first instance. If you do not feel that your complaint has been resolved in a satisfactory manner then you should subsequently contact the Information Commissioner's Office complaints helpline on 0303 123 1113.

*Contacting us:*

If you wish to contact us about any issues relating to your data please email us at [privacy@mcrpathways.org](mailto:privacy@mcrpathways.org)