



## Privacy Notice – Dragons' Apprentice Challenge Team Members

### Who are we?

We are the CVS for Broxbourne & East Herts. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, via email at [admin@cvsbeh.org.uk](mailto:admin@cvsbeh.org.uk) or by telephone on 0300 123 1034.

Our appointed Data Protection Officer is Abbie Gregory. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at [abbie@cvsbeh.org.uk](mailto:abbie@cvsbeh.org.uk) or by telephone on 0300 123 1034.

### What personal data do we collect?

When you participate in the Dragons' Apprentice Challenge, we collect your name, your email address and your signature. This is collected when you fill out the Contract between all Team Members document at your launch event.

We also take photos and video footage at our launch event and final event.

### Why do we collect this information?

The information collected is used to keep in touch with you during the Challenge to monitor progress, send you the relevant information and documents to help you complete the Challenge and print your certificate and any other awards your Team may receive. If you are a Teacher/Tutor, Business Mentor or participating charity, we will use your email address to contact you to invite you participate in the next Challenge. We do this with your consent which is obtained on the sign-up sheet.

We take photos and video footage to promote the Challenge on our website, social media platforms and publications. We do this in our legitimate interest which is to promote the Challenge and with your consent which is obtained on the Contract between all Team Members document.

### What do we do with your information?

Your information is stored securely on our password protected shared drive based within the European Union. We also keep copies of any emails you send us. These are stored securely on our UK based server. We also keep a hard copy of the sign-up sheet in a locked filing cabinet. Photos and video footage are posted on our website, publications and on social media.

We do not use the information that you provide us with to make automated decisions that might affect you.

### How long do we keep your information for?

Your name, email address and signature will be kept for 1 year after the end of the project. After 1 year it will be securely destroyed. Photos and video footage will be kept for as long as the publication, website or social media that the photos or video footage have been posted on still exist.

### Your rights over your information

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate.

You can also request that we give you a copy of the personal data we store about you and to stop using your information for a period of time if you think we are not doing so lawfully. If you wish to do this, please send a request via email, post or telephone with the information provided above.

You can ask us to stop using your information, which you can do at any time by emailing, writing or telephoning us using the contact details above. This may mean that you will not be able to participate in the Challenge.

### Your right to complain

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org/concerns](http://www.ico.org/concerns)) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF