



**First **Star** Scholars **UK****

**Privacy Notice – Scholars  
Child Friendly Version**

<b>Date of Last Review</b>	<b>29/10/2024</b>
<b>Review Cycle</b>	<b>Annually</b>
<b>Date (Month/Year) of Next Review</b>	<b>10/2025</b>
<b>Date Policy was Ratified</b>	<b>29/10/2024</b>
<b>Named Lead for Writing/Review</b>	<b>Emily Hollis MBE</b>
<b>Signed:</b>  <b>CEO</b>   <b>FSSUK Board of Trustees – Chair</b> 	<b>Date</b>  <b>29/10/24</b>

## **Introduction**

This privacy notice tells you what to expect us to do with your personal information.

## **Contact details**

Post - 167-169 Great Portland Street, London, W1W 5PF

Telephone - 07933686271

Email - [info@firststaruk.org](mailto:info@firststaruk.org)

## **What information we collect and use, and why**

We collect or use the following information:

- Names and contact details
- Addresses
- Examination records
- Attendance records
- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs

## **Why we use this data**

We use the data to:

- Get in touch with you and your carers when we need to
- Check how you're doing in exams and work out whether you or our team need any extra help
- Track how well the charity as a whole is performing
- Look after your wellbeing
- Make sure our computers and other systems and equipment are used appropriately, legally and safely

## **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting charity events, campaigns, charitable causes or services that you might be interested in. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us.

## **Use of your personal data in automated decision making and profiling**

We do not currently process any scholar personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **Use of your personal data for filtering and monitoring purposes**

While you're with the charity, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. safeguarding and child protection policy, IT acceptable use policy)
- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)
- Protect your welfare

## **Lawful basis for using this data**

- In accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a charity as set out by legislation / guidance
- In accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law
- In accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- In accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- In accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- In accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason

## **Basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest



## **Criminal Offence Data**

For criminal offence data, we will only collect and use it when we have both a lawful basis and a condition for processing as set out in UK data protection law. Conditions include:

- We have got your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## **Collecting this data**

While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that you can choose whether or not to give us.

Whenever we want to collect information from you, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

Most of the data we hold about you will come from you or your carers but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals

## **How we store this data**

We keep personal information about you while you're attending our scholarship programme. We may also keep it after you stop attending one of our programmes, if this is necessary. Our retention policy sets out how long we keep information about scholars and can be found on our website.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

We'll dispose of your personal data securely when we no longer need it.

## Who we share the data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about you with:

The local authority

Government departments or agencies

Our youth support services provider

Our regulator

Suppliers and service providers

Financial organisations

Our auditors

Survey and research organisations

Health authorities

Security organisations

Health and social welfare organisations

Professional advisers and consultants

Charities and voluntary organisations

Police forces, courts, tribunals

## **Data processors**

We outsource for the purpose of:

- Cloud based services
- Payroll
- IT
- Financial accounting
- HR

## **Use of cookies**

The charity complies with cookie regulations by informing you about the use of cookies on our website and obtaining consent where necessary.

Our website is built using WordPress. Their cookie policy can be found here:  
[Cookie Policy | WordPress.org English \(UK\)](#)

We display a message regarding cookies / privacy on our website and also within this Privacy Notice.

## **Transferring data internationally**

Sometimes it is necessary to send information outside of the UK. In such circumstances additional measures will be applied to that data for its transfer, please contact the charity for more information about these safeguards.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **Your rights - How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you. If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances. If you would like to make a request, please refer to our Data Protection Policy.

## **Your other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us.

## **Contact us**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern via [info@firststaruk.org](mailto:info@firststaruk.org) in the first instance.

## **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information



## How to complain

We take any complaints about how we collect and use personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

If you are still not happy with how we've used your personal information after contacting us, you can also get in touch with somewhere called the Information Commissioner's Office (ICO).

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Linked policies

Please also refer to our Data Protection Policy, Retention Policy and Appropriate Policy Document.

## Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Diarmuid Molloy	29 October 2024	New policy format approved	Annually