

Be What You See Consultancy Ltd

Privacy Notice and Use of Cookies

1. Introduction

- 1.1 This privacy notice explains how Be What You See Consultancy Ltd (BWYS) handles any personal information about you. BWYS is a company limited by guarantee, registered in England under company number 13934301. Details on how to contact us are in Section 5 below.
- 1.2 BWYSCLD is committed to protecting your personal information and being transparent about what information we hold. The purpose of this policy is to give you a clear explanation about how BWYSCLD collects and uses personal information provided to us.

2. The type of personal information we collect

We currently collect and process the following personal information:

- i. Name, telephone number, email address when people enquire or book our Services
- ii. Name, email address, role and company when people subscribe to our newsletter
- iii. Name and email address of participants attending the Adults EDI Champions Programmes
- iv. Name, school, date of birth, emergency contact details, medical and dietary requirements of young people (under the age of 18) attending our Young Person's EDI Champions Programmes and the name and email address of their parent/carer.

3. How we get the personal information and why we have it

- 3.1 We collect information in the following ways.
- i. You provide us with your name and email address when you sign-up to receive our newsletter.
 - ii. When you make an enquiry about our Services we will collect contact information: name, email address and telephone number.
 - iii. When booking our Services, we will require contact information: name, email address and telephone number.
 - iv. For participants on our Adults EDI Champions Programmes, the personal information we process (name and email address) is provided to us indirectly by your employer for the purpose of attendance keeping on the programme. This information may be used by BWYSCLD staff in the coordination of the EDI Champions programme. We may also share this information with facilitators from external organisations who are leading sessions as part of the EDI Champions Programme.
 - v. For participants on our Young Person's EDI Champions Programmes, the personal information we process (as detailed in section 2.iii) is provided by your parent/carer. This information is used to ensure your safety whilst participating in our programmes when not accompanied by a teacher/member of staff from your school.
- 3.2 Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information (ii-v) is that we have a contractual obligation and require this information to deliver a contractual service or in the process of setting up a contract. Other than for the delivery of our Services, we will not share any personal information with third parties.
- 3.3 When signing up to our e-newsletter, you are required to opt-in twice by consenting to receive this communication and by confirming your email address.

- 3.4 We may also ask for your consent to have your photograph taken or to be filmed. BWYS will use photographs and videos of participants on our website, in print and electronic publications and on social media. For young people participating in our Young Person's EDI Champions Programme, this consent is obtained from your parent/carer. We will only use photographs where we have explicit consent which can be withdrawn at any time - see section 5 for information on how to do this.

4. How we store your personal information

- 4.1 We take appropriate electronic and managerial measures to ensure that we keep your information secure, accurate and up to date, and that we only keep it as long as is reasonable and necessary. The length of time for which we keep information is set out in the table below, after which we will delete this information from all our electronic records.

Purpose for collecting information	Type of personal information	Time period
E-newsletter	Name, email address	We will hold your data as long as the newsletter is active. You can unsubscribe from the newsletter at any time.
Enquiries	Name, email address, telephone number	6 months from the date of enquiry.
Contracts	Name, email address, telephone number	6 years from the end of the Service.
EDI Champions Programme participant attendance	Name, email address	12 months following programme completion to allow for the 6-month end of programme evaluation to be completed.
For health and safety purposes when young people are attending the Young Person's EDI Champions Programme	Name, date of birth, email address, emergency contact details, medical information and dietary requirements	One month following programme completion.
Marketing and promotional use	Photograph	Photographs will continue to be used until consent is withdrawn.

5. Your data protection rights

- 5.1 Under data protection law, you have rights including:
- **Your right of access** - You have the right to ask us for copies of your personal information.
 - **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
 - **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@bewhatyousee.co.uk if you wish to make a request.

6. How to complain

- 6.1 If you have any concerns about our use of your personal information, you can make a complaint to us at info@bewhatyousee.co.uk. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

7. Use of Cookies

- 7.1 Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies are widely used by website owners in order to make their website work, or to work more efficiently, as well as to provide reporting information. By using the BWYS website you are consenting to our use of these cookies.
- 7.2 Cookies are used for the following reasons on the BWYS website:
- Assisting you with navigation of our website;
 - To identify whether you are a registered member of the website;
 - To monitor and analyse the performance, operation and effectiveness of our web platform;
 - To ensure our platform is secure and safe for you to use.
- 7.3 The table below outlines the types of cookies we use, their purpose and their duration. All these cookies are essential.

Cookie Name	Purpose	Duration
XSRF-TOKEN	Used for security reasons	Session only
hs	Used for security reasons	Session only
svSession	Used in connection with user logins	12 months
SSR-caching	Used to indicate the system from which the site was rendered	1 minute
_wixCIDX	Used for system monitoring/debugging	3 months
_wix_browser_sess	Used for system monitoring/debugging	Session only
consent-policy	Used for cookie banner parameters	12 months
smSession	Used to identify logged in site members	Session only

TS*	Used for security and anti-fraud reasons	Session only
bSession	Used for system effectiveness measurement	30 minutes
fedops.logger.X	Used for stability/effectiveness measurement	12 months

- 7.4 At any point, you can opt-out of giving our website permission to process your personal information for non-essential functions. You can do this through your browsers' cookie settings.

This option is usually found under the Browsing Data section of your chosen browsers' system settings.