

We Build Bridges CIC Policy – Privacy Policy, GDPR

This notice is informed by guidance from the ICO <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/how-to-write-a-privacy-notice-and-what-goes-in-it/>

This policy will be updated once the ICO provides new information re the [Data \(Use and Access\) Act](#) coming into law on 19 June 2025 (as of September 2025 this is pending).

On website as ‘Privacy notice – We Build Bridges CIC’

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

- Contact details
- What information we collect and use and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Telephone 07552800512

Email karen@webuildbridges.education

What information we collect and use and why

We collect or use the following information to provide services and goods, including delivery and third-party referrals:

- Names and contact details
- Records of meetings and decisions

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- Information relating to compliments or complaints

We collect or use the following personal information for service updates or marketing purposes:

- Names and contact details
- Records of consent, where appropriate

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Correspondence

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

Your right of access

You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here](#).

Your right to rectification

You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here](#) (link to ICO website).

Your right to erasure

You have the right to ask us to delete your personal information. [You can read more about this right here](#) (link to ICO website).

Your right to restriction of processing

You have the right to ask us to limit how we can use your personal information. [You can read more about this right here](#) (link to ICO website).

Your right to object to processing

You have the right to object to the processing of your personal data. [You can read more about this right here](#) (link to ICO website).

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. [You can read more about this right here](#) (link to ICO website).

Your right to withdraw consent

When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here](#) (link to ICO website).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide services and goods, including delivery and third-party referrals are:

Consent

we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for service updates or marketing purposes are:

Consent

we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

Consent

we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Directly from you
- Publicly available sources

How long we keep information

We retain your information for 12 months after the latest interaction with you.

Who we share information with

Others we share personal information with

•Third parties:

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School contact information will be shared with employers after asking permission.

Employers' contact information will be shared with schools after asking permission.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the 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>

Reviewed

15 September 2024 by Karen Barker

Next Review September 2025