

inState Privacy Policy (15th September 2020)

inState (**"inState"**) is a student-led access network (**"the platform"**), working to increase progression into professional careers for university students from state-schools and working-class backgrounds. At the core of the organisation is a formalised network of students and professionals from similar backgrounds. This platform offers access to opportunities, peer mentorship and professional development.

Those agreeing to this privacy policy and providing their personal information (**"members"**) will receive communications from inState regarding our mentorship and networking platform (**"services"**) as well access to our services. inState is committed to protecting your data

This Privacy Policy may be updated and changes made, so please revisit this policy. Last updated: 15th September 2020

Our contact details

Organisation Name: inState

Phone Number: +447425168787

E-mail: info@instate.co.uk

Website: <https://www.instate.org.uk/main.html>

The type of personal information we collect

We currently collect and process the following information:

- Members names and email addresses.
- Where provided, a profile picture.
- Information as required by law.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To access and receive information regarding our services.
- To receive information regarding our events and opportunities.

- To receive tailored marketing information from employers and third parties, if you have separately consented to such use.
- To update your contact details.

We use the information that you have given us in order to:

- To communicate with you regarding accessing and using our services.
- To facilitate the organisation of targeted events and activities for our members.
- To analyse member activity on our platform/website and enhance the quality of our services.
- To send you personalised offers from our third party partners where you have separately consented to such use.
- Fulfill our obligations as required by law.

We may share this information with authorised third parties acting on our behalf such as our volunteers.

Cookies

Cookies are small files that are created by sites visiting websites. They make your online experience easier by saving browsing information. InState uses cookies to improve the functionality of our website services and to enable us to understand how our website is being used.

We use the following cookies:

- Advertisement Cookies.
- Performance Cookies.
- Analytics Cookies.

You can turn off non-essential cookies via your browser however please note this may have an impact on the functionality of some sites.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. Participants give consent for the use of their data as set out in this privacy policy. You are able to remove your consent at any time. You can do this by contacting info@instate.co.uk

(b) We have a legitimate interest. The processing of data is necessary for the legitimate interests of inState or the legitimate interests of a third party, unless

there is a good reason to protect the individual's personal data which overrides those legitimate interests.

How we store your personal information

Your information is stored on our third party Amazon Web and Mailchimp servers. If opting to join our peer-to-peer mentorship scheme your data is held on our Instate Google Drive.

Unless you request that we delete your personal information:

- We keep members' personal information until such a time that you no longer require access to information or no longer than a period of **five years**.

We will then dispose of your information hosted on our third party servers.

Your data protection rights

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@instate.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@instate.co.uk:

inState website: <https://www.instate.org.uk/main.html>

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>