

# External Privacy Policy

*Last Updated:* 14th June 2021

Welcome to The Black Curriculum privacy policy.

Your privacy is important to us and we are committed to protecting your personal information. This privacy policy explains how information is collected, used and disclosed by The Black Curriculum and applies to information collected when you visit our website, volunteer with us, attend our workshops, or otherwise interact with us.

Please read this policy carefully to understand how we will collect, use and maintain your personal information. It also describes your choices regarding use, access and correction of your personal information.

## 1. Who we are

**[Note: The GDPR requires the “data controller”, i.e. the entity that determines the purpose and means of processing personal information, to be identified in the privacy policy. Please add the full name of legal entity and any other details below.]**

The Black Curriculum is a social enterprise founded in 2019 by young people to address the lack of Black British history in the UK Curriculum. We believe that by delivering arts focused Black history programmes, providing teacher training and campaigning through mobilising young people, we can facilitate social change.

The Black Curriculum CIC, is a registered social enterprise (company number: 12033713) with an address at Unit 118, Craft Central, The Forge 397-411 Westferry Road, Isle Of Dogs, London, England, E14 3AE. For the purposes of the UK General Data Protection Regulation (the “**GDPR**”), The Black Curriculum is the controller and responsible for your personal information.

The Black Curriculum is registered with the Information Commissioner’s Office (“ICO”) as a data controller under the Data Protection Act 2018 and UK General Data Protection Regulation, with Registration Number [ZB004261].

## 2. Where do we collect information from?

We collect information in the following ways:

### Information you provide to us

The Black Curriculum obtains personal information from you when, for example: you enquire about or engage in any of our services or campaigns; you attend our workshops and/or provide feedback following your participation; you apply to become a volunteer; you take part in an event; you provide us with funding or other support; you complete an online form or register for any of our communications via our website; or you apply for a job with us.

### Information from third parties

If you are a student or teacher attending our workshops or similar events organized by The Black Curriculum, we may receive personal information that your school shares with us directly. We may update this information if you give our staff members more details in person, over the phone or by email, and give us permission to store this information.

### Information in the public domain

We may obtain some information from publicly available sources such as Companies House, newspaper articles or open postings on social media such as Facebook and LinkedIn.

### Information we get from your use of our website and services

We collect information about the services you use and how you use them, like when you watch a video on YouTube, visit our websites or view and interact with our adverts and content.

## 3. What information do we collect?

The types of personal information The Black Curriculum collects may include:

- **Contact data**, such as your name, date of birth, gender, postal address, email address and telephone numbers. We may also collect your job title and school name if booking workshops.

- **Financial data**, such as bank account and payment card details.
- **Marketing data**, such as your preferences in receiving marketing from us.
- **Event data**, such as your contact data and a record of your participation in our workshops or events as an attendee or volunteer.
- **Your medical or health data**, such as any food allergies, special requirements and educational needs you may have for enrolling into our workshops or events.

### **Information we get from your use of our website and services**

We may collect technical information relating to visitors to our website, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform. We may also collect information about your visit, including pages you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call us.

### **Cookies**

You can accept or reject cookies for our website by adjusting your web browser controls. Please consult our Cookie Notice for more information about our use of cookies on our website and how to accept and reject them.

## **4. How do we use your information?**

We process your personal information for the purposes set out in this policy only where we have a valid legal ground for doing so under applicable data protection law. The legal ground will depend on the purpose for which we process your personal information.

We will process your personal information for the following purposes:

- to provide The Black Curriculum school programme or workshops to your school/college, including through the operation of our website;
- to provide you with the services, products or information that you asked for;

- to confirm your booking with you, communicate information about future opportunities, and communicate with you if you request any changes or a cancellation, or in the unlikely event that we have to make changes to a workshop;
- to send requests to you for updated contact details, so we can stay in touch with you;
- to process any payments;
- where attendees have allergy or dietary requirements, to ensure a safe environment at a workshop, and to comply with our health and safety obligations;
- to investigate and prevent fraudulent activities, unauthorized access to our website, and other illegal activities; and
- to respond to requests or inquiries.

We use your personal information for the following purposes as is necessary for certain legitimate interests, or where you have given your consent to such processing to the extent required by applicable law (such consent can be withdrawn at any time):

- to deal with any enquiries or complaints you or others make, to resolve issues and provide other customer care and support services;
- to send our newsletter;
- to promote our products and services and deliver you the marketing communications you're subscribed to;
- to manage our relationship with you, including to let you know about changes to our policies and terms;
- to request feedback from you after our workshops;
- to anonymise your personal information and combine it with other personal information that we hold, so we can create and distribute statistics (including to partner organisations, which include organisations that contribute funds to The Black Curriculum) and other information relating to your school/college year, your school/college, your local area or otherwise. When we do this, we will take the

utmost care to ensure that you cannot be identified through these statistics and information;

- to continually improve our website, including adding new features, and to develop new products and services; and
- to (i) comply with legal obligations, (ii) respond to requests from competent authorities; (iii) protect our interests; (iv) protect our rights, safety or property, and/or that of our volunteers, partners or venues, you or others; and (v) enforce or defend our legal rights.

## **5. Who do we share your information with?**

We may disclose your personal information to third parties. This will only take place in accordance with the applicable law and for the purposes listed in this policy. For example, we may share your personal information with trusted third-party service providers who perform services on our behalf in connection with our website or our school programmes. The services provided by such third parties include services in the following categories: processing payments on our behalf, helping us to provide our content or deliver programmes, sending marketing communications on our behalf, and helping us to create or maintain our databases.

We may also disclose your personal information as required by law when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request, and to any other third party with your prior consent to do so, unless notification is prohibited by the applicable law.

## **6. How long do we retain your information?**

We will store your personal information for no longer than is necessary for the purpose for which such personal information is processed. Please note, however, that we may retain and use your personal information as necessary to comply with our legal obligations, to resolve disputes, and to enforce our agreements and rights, or if it is not technically and reasonably feasible to remove such information from our databases.

## 7. What rights do you have over your information?

You can opt-out of receiving marketing communications and our newsletter at any time, by using the unsubscribe link in the email communications we send, or by contacting us using the details contained in the “How to contact us” section at the end of this policy. We may continue to send you non-promotional communications, like emails related to your booking or purchase.

In certain circumstances you have rights under data protection laws in relation to your personal information that we hold about you—specifically:

- **Request access to your personal information.** You may have the right to request access to any personal information we hold about you as well as related information, including the purposes for processing the personal information, the recipients or categories of recipients with whom the personal information has been shared, where possible, the period for which the personal information will be stored, the source of the personal information, and the existence of any automated decision making.
- **Request correction of your personal information.** You may have the right to obtain without undue delay the rectification of any inaccurate personal information we hold about you.
- **Request erasure of your personal information.** You may have the right to request that personal information held about you be deleted.
- **Request restriction of processing your personal information.** You may have the right to prevent or restrict processing of your personal information.
- **Request transfer of your personal information.** You may have the right to request transfer of your personal information directly to a third party where this is technically feasible

You can exercise any of these rights by contacting us using the contact details contained in the “How to contact us” section at the end of this policy.

## 8. How to contact us

If you have any questions about this privacy policy or our privacy practices, please contact us in the following ways:

- Email address: [IT@theblackcurriculum.com](mailto:IT@theblackcurriculum.com)
- Telephone number: 07883 979941

## 9. Changes to this policy

We may change this policy from time to time. If we make any changes, we will notify you by revising the "*Last Updated*" date at the top of this policy and, in some cases, we may provide you with additional notice (such as adding a statement to our website, or by sending you an email notification).