

THRIVE MENTORING PRIVACY NOTICE

ABOUT US

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of the provision of THRIVE mentoring services. Personal data within THRIVE is managed by the University Careers Service.

The University and the Henley Business School (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are The University of Reading University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

DATA WE COLLECT ABOUT YOU

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy (this is known as 'processing') your personal data. Over your time with Us, we will collect and process a number of different types of personal data.

We collect personal data directly from you in order to:

- Manage appointments with you
- Administer the mentoring scheme
- Track your progress through the training

OUR LAWFUL BASIS FOR USES OF YOUR DATA

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained below:

Data collected as part of your registration, or to validate and authenticate users of THRIVE will be necessary for the purposes of entering into, or the performance of, a contract to deliver the services of the THRIVE mentoring scheme. As of this we will use your information to send you notifications on sign up, joining instructions, bulletins, and invitations, feedback requests and other information that is related to administering the scheme.

If We wish to send you additional marketing from the University, such as information about other opportunities that arise throughout the year, We will only do this where you have consented to receive such marketing.

We may send additional marketing to employers on the basis of our legitimate interests.

WHO WE SHARE YOUR DATA WITH

We will share your personal data with those involved in the mentoring scheme for the purposes of administering your mentor/mentee relationship.

The University will not sell, license or trade your personal information for any other purposes without your consent. We will not share your personal information with others unless they are acting under our instructions or We are required to do so by law.

RETENTION OF YOUR DATA

Application and registration data and any supporting documentation you provide Us for managing your THRIVE mentoring relationship is retained in line with our record retention schedule. We will store your contact details beyond this point if you have opted in to receive further communications about the services We offer and until the point that you unsubscribe from those communications.

In some circumstances We may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case We may use this information indefinitely without further notice to you.

HOW WE PROTECT YOUR DATA

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services. The course and site is hosted by Thinkific labs Inc ("Thinkific") who are our data processor and provide us with the online course platform that allows us to administer the scheme. We also use Online Survey for collecting information regarding the scheme who also act as a data processor. Were We do this, We have measures and terms in place with those providers to ensure that they also protect your data. The third party providers used by us will only process your information to the extent necessary to deliver the services on our instruction. Where you are applying for a role with a mentor based outside the EU it will be necessary to transfer your personal data to countries that have different data protection laws to our own that may not offer the same level of protections. Thinkific's own privacy statement can be found [here](#)

EXTERNAL LINKS

When you click on links on our course site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and you should read the privacy notices provided by any third parties.

COOKIES

We collect cookies or similar tracking technologies.

Cookies are text files placed on your computer to help us analyse how users use our site. A cookie is a small data file able to track the online movements of an individual. This information could potentially be used to build an online profile of individuals and uniquely locate them in the world.

For further information on cookies visit www.allaboutcookies.org or www.aboutcookies.org

If you prefer not to receive cookies while using the website, you can set your browser to refuse cookies that are stored on your computer; the above websites tell you how to do this. You do not need to have cookies turned on to use or navigate through most parts of our website, although some functionality may be lost.

We use cookies to:

- Recognise your device and provide you with a personalised experience
- To attribute visits to our websites to third party source and serve targeted ads from Google, Facebook, Instagram and other third party vendors
- For targeted advertising and remarketing
- To measure the performance of our sites and customer engagement

You can opt out of targeted ads via specific third party vendors by visiting the Digital Advertising Alliance's [Opt-out](#) page.

For more information on behavioural advertising, please [visit](#) this webpage.

KEEPING YOUR INFORMATION UP TO DATE

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time. Contact mentoring@reading.ac.uk to update your contact details.

YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information please contact our Data Protection Office at imps@reading.ac.uk

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

QUESTIONS ABOUT THIS NOTICE

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: imps@reading.ac.uk

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Email: casework@ico.gsi.gov.uk

CHANGES TO THIS NOTICE

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 04/06/2018

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

HOW TO CONTACT US

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

IMPS

University of Reading

Whiteknights

PO Box 217

Reading

RG6 6AH

UK.

Telephone: 0118 378 8981. Email: imps@reading.ac.uk