

Privacy Notice for partners entering the Enterprise Troopers Primary School Challenge and the professional learning workshops.

Careers Wales will be the Data Controller for the personal data you provide when completing the registration form for the Enterprise Troopers Primary School Challenge 2023-24. The data will be processed in line with the General Data Protection Regulations (GDPR).

This privacy notice explains how your personal data will be processed fairly and lawfully and in a transparent manner. Please take a moment to familiarize yourself with our privacy practices.

When you register to take part in the event you will be asked to provide personal data to ensure that we can contact you about the challenge and keep you informed of the services available to help you. We will process your data on a consent basis. However, once your data is submitted, we are unable to delete your data for 10 years as it is required for audit purposes.

Cazbah Ltd will manage the Enterprise Trooper challenge on behalf of Careers Wales and will process the data on our behalf.

Changes to this policy

Careers Wales may make changes to this privacy policy at any time. Changes will be posted here and are effective immediately. When changes occur to this policy, we will contact you on the email address we have recorded in your account to enable you to review the new version.

Your rights

Under the data protection legislation, you have the right to:

- Access to the Personal data that we are processing about you;

- Require us to rectify inaccuracies in that data;
- The right (in certain circumstances) to object to or restrict processing;
- The right (in certain circumstances) for your data to be 'erased';
- Lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

If you want to contact us to discuss a complaint or concern you have about the way the Careers Wales are processing your personal data, or want to request erasure of your data, you can email or write to our data protection officer on the contact details below:

Postal address:

Data Protection Officer,
Unit 4 Churchill House
17 Churchill Way
Cardiff
CF10 4HH

Email address:

personal.data@careerswales.gov.wales

If you have concerns or a complaint about how Careers Wales are handling data under GDPR, the contact details for the Information Commissioner's Office are:

Customer Contact Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.gov.uk

The Freedom of Information Act and your Information

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including Careers Wales. The information you provide us may be the subject of a freedom of information request by another member of the public. We would consult with you to seek your views before responding to such a request.