

Career Springboard East Berkshire Job Club

Privacy Policy and Notice

Career Springboard East Berkshire (CSEB) wants to make your experience with us online and in person as satisfactory and safe as possible. Because we gather certain types of personal information about our members and web users we feel you should fully understand what we do with your information. This policy discloses what information we gather and how we use it.

Membership of the CSEB is entirely free. However, because the Club derives its revenues mainly from sponsorships and advertising we aggregate anonymised membership information to help us explain what we do, how effective we are and what impact we are having on the local community.

Membership Information

What Membership information is collected?

When you become a member, we ask you to complete a membership form that may request the following information.

- Name
- Email Address
- Postal District
- Phone Number
- Year of Birth
- Gender
- Ethnicity
- Profession/Industry
- Position Held
- Date Employment Ceased:
- Where you first heard about CSEB
- Whether you consider yourself to have a disability and have any special needs

Who is Collecting it?

The CSEB is the Data Controller and you are welcome to contact us at any time to discuss the information we hold on you by emailing admin@executivejobclub.org.uk. Examples of the kind of things you may want to contact us about is to request to be deleted from our database or request a copy of what information we are holding.

Why is it being collected?

The information we gather is in our opinion the minimum we need in order to provide you support during your period of unemployment per our Charter and enable us to continue to operate as a charity. Specifically, it enables us to provide you with timely and relevant information we think you need about the CSEB and the programme and support we offer. We also aggregate anonymised membership information to track and measure our performance in terms of the number of members we have supported, how long they stayed members, demographics of our members and how satisfied they were with our service, including ratings for how their job search skills have improved.

How will it be used?

We use your personal data in the following way:

- To administer membership records
- To send you regular newsletters by email, for example regarding the CSEB weekly programme
- To inform you from time to time regarding news, events, jobs or other types of job-related information or support we think may interest you
- To request feedback
- We also summarise membership information, that does not identify you in any way, to inform our members, sponsors, affiliate groups and partners to demonstrate the service we are delivering to our members and the local community, for example, via our Annual Report, meetings and on our website.

Who will it be shared with?

Your personal information may be shared with the CSEB trustees and volunteers in order to provide you with services and support. For example, we may share your email address or telephone number with a volunteer so they may contact you to provide specific support, such as interview practice.

Your personal information is not shared with any other company or third party or individual outside the CSEB.

How to stop being contacted by us

All our emails provide you with the option to tell us you no longer wish to receive communication from us or you may email us at admin@executivejobclub.org.uk at any time.

How long will we keep your data?

We will keep your data during the time you are an active member of CSEB or for up to fifteen months, whichever is longer, after which time your data will be destroyed.

We will continue to send you our email newsletters until you notify us that you no longer wish to receive them or if we have not had meaningful contact with you for fifteen months.

How do we safeguard your personal data?

We are serious about protecting your data. That is why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data.

Consent

When you become a member, you will be given a copy of this policy and asked to give your consent by signing our Membership Application Form so that we may use your personal data as outlined in this document. You may freely choose not to do so. We are required to keep records of the consents you have given in this way.

You may withdraw your consent at any time by contacting us at admin@executivejobclub.org.uk

Use of our website

We use third party services, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

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Use of Cookies

We use Cookies to collect information such as how you use our website, the frequency with which you access our website, your browser type, the location you view our website from, the language you choose to view it in and the times that our website is most popular. We do not make any attempt to find out the identities of those visiting our website.

A "Cookie" is a piece of information that is stored on your computer's hard drive and which records your navigation of a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyse traffic and for advertising and marketing purposes. Cookies are used by nearly all websites and do not harm your system. If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings.

Members area

Users of our website's Members area register separately for this service (free of charge). This area allows you to view information that is only available to members such as copies of the weekly presentations where our presenters have given permission for them to be read and downloaded for personal use only. Registration for access to this website facility can be arranged via email to admin@executivejobclub.org.uk or in person once you have become a member by completing and signing our Membership Application Form. You will be required to supply a username, password, and email address.