



## Privacy Notice

BioSci Toolkit is committed to protecting your data in line with the General Data Protection Regulation (GDPR). The central contact for data protection can be contacted through [bioscitolkit@gmail.com](mailto:bioscitolkit@gmail.com)

This policy sets out the basis on which we, BioSci Toolkit, will process any personal data we collect from you, or which you provide to us. By visiting the Website, you hereby accept the terms of and practices detailed in this policy.

## Your Personal Data

We process personal data relating to BioSci Toolkit students, mentors, staff, funders, alumni and business partners, to run the organisation and keep people informed about any work that we are completing. Our processing of your disability and ethnicity data will be based on Article 9(2)(b), which relates to our obligations in employment and the safeguarding of your fundamental rights. For clarity, personal data refers to any data from which an individual can be identified such as their name, address or email address.

## What personal data do we collect and how?

**Funders and other partners** – We may collect your data from publicly available sources, if you give it to us or if a mutual connection puts us in touch. Typically, we collect your name, email address and telephone number financial and credit card information and personal descriptions.

**Students** – You, your school and parents/ guardians may provide us with your name, date of birth, email address, home address, UCAS applications and outcomes, target, predicted and actual grades and information relating to your Free School Meal status, Special Educational Needs status, whether you are in care or a care leaver, ethnicity data and relevant health information.

**Mentors** – We collect your data when you complete our application form. Typically, we collect your name, address, date of birth, email address and telephone number and education information.

**Alumni** – We collect your data from your completed application forms. Typically, we collect your name, email address and telephone number, education information, which programme you were on and career field.

## **Age of Consent**

We do not collect data from anyone under the age of 13 and we ensure that the processes we have in place for collecting data do not collect data, directly or indirectly from anyone under this age.

## **What do we do with your data?**

We look after your personal data by keeping it up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting it from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect it. We store your data on secure servers provided by Google Drive and JISC. We use Gmail for email communications.

We will use your data as follows:

### **Programme suitability**

To determine your suitability for BioSci Toolkit mentoring and widening participation opportunities we use your grades, your application form answers and recommendations from your teachers as determinants for assessing your eligibility to participate in our programmes.

### **To enable mentor and mentee matches:**

The personal data, including email addresses, of mentors and mentees will be shared.

### **For administrative purposes**

- To send you information which We feel may be of interest to you

- To enable you to use any services that We may from time to time provide through Our website
- To investigate and address your queries and questions including those you raise with Us by contacting us via bioscitoolkit@gmail.com.
- Where We have your permission to do so, to send you information about Our products and services; and
- For website administration (including to enable Us to respond to any comments on the website or feedback you may give Us).
- To establish the effectiveness of BioSci Toolkit in comparison to peers' results.

We may also share your Personal Information with:

- Law enforcement agencies, regulators, courts or other public authorities where we are required to, or are authorised to by law
- Evaluation partners who will use it to conduct impact analyses of our programme
- Third parties, as anonymised data, for the purposes of statistical analysis to enable us to assess the impact of our work.

If we have a contract with another organisation to provide services on our behalf or if we share information with other parties as set out above, we'll make sure that they also have appropriate security measures in place and only process your personal data in accordance with our instructions and not for any other purpose.

If you are not willing to provide your personal data then you will not be able to benefit from many of our services or participate in our programmes.

### **Processing your Data**

To process your data lawfully, we rely on the following grounds:

**Consent of the data subject** – In regards to sending marketing emails and when processing special category data.

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract – This basis is used for processing data relating to staff, students on the programme and mentors who are part of the programme.

**Legitimate interests** – We may process personal data where, when weighed against your rights as a data subject, it is in our legitimate interest to do so.

**Legal obligation** – Where BioSci Toolkit needs to use your information in order to comply with a legal obligation, for example, to report a concern about student wellbeing when required. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

**Special category data** - We may, with your consent, process ‘special categories’ of personal data (sensitive personal data) for students and staff such as ethnicity data for equality and diversity purposes. This data will be collected in survey forms or Eventbrite registrations and held securely on our servers. We will never share this information without your consent. Where consent is granted, the data will be shared in password protected files.

We won’t do anything with your information you wouldn’t reasonably expect. If you have any queries regarding how we process your data, please contact us at [bioscitolkit@gmail.com](mailto:bioscitolkit@gmail.com)

We will only hold your information for as long as is necessary, which is usually for as long as you have an active relationship with BioSci Toolkit or as long as the law requires.

### **Using Our Website (the Site)**

Your personal data may be collected via the Site in two ways:

- Web-server logs; and
- The entering of first name, age, current role and email addresses.

In addition, we may gather personal data:

- From the personal data you provide to us; and

- From our suppliers who we appoint on our behalf to run campaigns on social media or other forums.

### Web server logs

When you visit this Site, your visit is logged by Our web server as is the case with most websites. This log information is statistically analysed by Our staff to show trends in the use of the Site, such as the popularity of particular pages.

This log information does not identify you personally. It does not identify your email address. It may include the IP address and/or fully qualified domain name of the computer you use. You should be aware that this information might identify the company you work for (if you access the Site from your place of work), or your Internet Service Provider (ISP).

We may log clicks on the links to other websites that are included in Our Site. This is to help Us determine the popularity of such links. Since this link-logging is included in Our web logs, it will record the identity of the computer making the request but does not identify you personally.

If you access Our Site by way of a hardware firewall, a proxy server or any other kind of router (such as a dial-up modem connection at your ISP) then it is the address of the router that will appear in Our logs and not the address of your computer.

### Cookies

- We use cookies to track your use of our website. This enables us to understand how you use the site and track any patterns with regards how you are using our website. This helps us to develop and improve our website as well as products and / or services in response to what you might need or want.
- At any time, you are able to set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly.

### Hyperlinks to other websites

This Site contains hyperlinks to websites owned and operated by third parties. These websites have their own privacy policies and terms of use and We urge you to review them. They will govern the use of personal data you submit whilst visiting these websites. BioSci Toolkit does not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

### **Your rights and your personal data**

You have rights regarding your personal data. You can:

- Request a copy of your data that We hold;
- Request that We correct any personal data that is incorrect or out of date;
- Request your personal data is deleted if it is no longer necessary for Us to process it;
- Withdraw your consent to the processing at any time by emailing us at [bioscitoolkit@gmail.com](mailto:bioscitoolkit@gmail.com);
- Opt-out of any marketing emails by selecting the Opt-out option contained within the communication or emailing us directly at [bioscitoolkit@gmail.com](mailto:bioscitoolkit@gmail.com);
- Request your personal data is transferred to another data controller (this is called data portability);
- Request a restriction is placed on further processing your data; and
- Object to how your personal data is processed.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us by emailing [bioscitoolkit@gmail.com](mailto:bioscitoolkit@gmail.com) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or other relevant supervisory authority. This notice was last updated as of September 2024.