

# Routes into Languages East Privacy Policy

## **Our contact details**

Name: Sarah Schechter

Phone Number: 07709 797192

E-mail: ss2431@cam.ac.uk

## **The type of personal information we collect**

We currently collect and process the following information:

- Teacher/parent names, schools and contact details
- videos of competitors with their names and school included.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- for the purposes of running Language projects and competitions
- to contact teachers and volunteers about current and future Routes into Languages East activities.

We use the information that you have given us in order to

- ensure the safety of participants during out-of-school events.
- run and judge competitions
- award certificates and prizes
- keep records after completion of each annual competition:
  - competitor names and schools
- announce on our website, social media and language publications the names and schools of winners
- keep the details supplied by teachers and markers from year to year:
  - to allow us to broadcast messages to them.

We may share this information with judges and helpers (language professionals and enthusiasts) appointed by us, as appropriate.

We will never share your personal data with third parties other than those detailed above.

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Sarah Schechter.**

If you remove consent, your data will be destroyed and you will no longer participate in the specific Routes into Languages East activity from which you've withdrawn consent.

## **How we store your personal information**

Your information is securely stored on a personal computer that is password protected.

We keep teacher names and emails for the time period of our projects and student videos for the length of the specific competition and will then dispose of videos by deleting them from the computer

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [sarah.schechter@gmail.com](mailto:sarah.schechter@gmail.com), 07709 797192, if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [sarah.schechter@gmail.com](mailto:sarah.schechter@gmail.com) or 07709 797192

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>