

## **Child-friendly Privacy Policy Summary**

MCS Projects Limited respects your privacy and is committed to protecting your personal data. This child-friendly privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) or one of our events (the Career Day events) and tell you about your privacy rights and how the law protects you.

You can use our [Contact Form](#), or the contact details on our website, to contact us with any questions you may have about privacy or data protection.

### **What information do we collect about you and how do we collect it?**

Your school, college or other education provider may pass your data on to us to help us with setting up our events. We process your data on their behalf. We may receive personal data about you whenever you contact us. For example, by completing our [Contact Form](#); using and browsing our website; telephoning, texting, writing by post or emailing us; or by attending one of our events.

This might include information, such as your full name, date of birth, age, gender, contact information, such as your postal address, email address and telephone number. Your school, college or education provider may also pass on information relating to your dietary requirements and any food allergies.

### **How do we use your personal data?**

We will use your personal data to help organise our educational events and to provide you with information about the educational events you attend.

We may contact you in order to respond to your questions or to let you know about important changes.

We use information relating to dietary requirements and food allergies to keep you safe. We delete this information immediately after an event has taken place.

### **How long do we keep your personal data?**

We will delete all children's data after a 12 month period unless we have your parent/guardian's consent to retain for a longer period which we may do for marketing.

### **How do we protect your personal data?**

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy and our general [Privacy Policy](#).

### **What rights do you have in respect of your personal data?**

You have a number of rights in relation to your data. You have the right to be informed as to how we use your data; you have the right to access your personal data; you have the right to correct any inaccurate or incomplete data; you have the right to be forgotten (e.g. to have your data deleted); you have the right to have a copy of your data transferred to you or a third party in a compatible format; you have the right to object to direct marketing; you have the right to object to us using your data; you have the right to restrict how we use your data; and you have the right to withdraw your consent to us using your data at any time. If you wish to exercise any of these rights, please [contact us](#).

### **Complaints**

If you wish to make a complaint about our collection or use of your personal data, please [contact us](#) in the first instance so that we may seek to resolve your complaint.

You have the right to complain to the Information Commissioner's Office (ICO), the body which looks after data protection law in the UK. Please visit the [ICO website](#) if you wish to complain to the ICO.