



# Privacy Notice for children up to age 18

## How Bishop Fleming collects and uses your data

### About Us

This Privacy Notice applies to Bishop Fleming LLP, a limited liability partnership registered in England & Wales, registered number OC391282. The registered office of Bishop Fleming is Brook House, Manor Drive, Clyst St Mary, EX5 1GD.

Bishop Fleming LLP trades as Bishop Fleming; any mention of 'Bishop Fleming' refers to Bishop Fleming LLP.

This page is our Privacy Notice. A Privacy Notice tells you how we use your personal data.

### What is personal data?

Personal data is any information that relates to you as an individual that has not been made anonymous.

We will only collect personal data that we need about you.

### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information are:

- Consent – we have permission from you after we gave you all the relevant information.
- Legitimate interests – we are collecting your information because it benefits you and our organisation without causing an undue risk of harm to anyone.  
Our legitimate interests are that you can receive information about apprenticeship opportunities, as well as other relevant events and opportunities for students and school leavers.

### What information do we collect about you?

Personal data we collect may include:

- Name, address and contact details, including email address and telephone number
- Your age so that we know if you are under 18
- Contact details for your parents or guardians
- Contact name and details of your school or college



### **Where do we collect information from?**

- Forms completed by you or your parents or guardian
- Forms completed by your school or college
- If you send us a CV or application form for a work opportunity with us
- From any representatives you have asked to act on your behalf

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

We will keep your information safe and secure. We have systems, processes and training designed to achieve this. Data is stored securely and deleted when it is no longer needed.

### **Who might we share your information with?**

We only share your information with people who need to have it for the performance of duties or where we feel it is necessary for your own safety or wellbeing.

### **How long do we keep hold of your information?**

We keep your information for as long as necessary to fulfil the purposes we collected it for.

As a guide, we anticipate your personal data relating to the event you have attended, or your application will be held for a period of 6 years following completion.

### **Your rights**

As someone whose data we hold you have the right to ask for the following:

- To access a copy of your personal data
- To ask that we transfer the personal information you gave us to another organisation, or to you
- Tell us to change incorrect or incomplete personal data
- Tell us to delete your personal data
- Tell us to restrict how we use your personal data
- To object to the processing of your personal data
- Withdraw your consent to process your personal data

### **How to contact us**

If you require further information regarding your rights, wish to exercise them, or have any questions concerning our privacy notice or the data we maintain about you, please contact us in the first instance at:



E: [privacy@bishopfleming.co.uk](mailto:privacy@bishopfleming.co.uk)

T: 1392 448800

If you wish to escalate your complaint or concern, you can also complain to the ICO <https://www.ico.org.uk/make-a-complaint>

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