



School for Social Entrepreneurs

Privacy Policy

Trading for Good

Contact Us

School for Social Entrepreneurs
13-15 Dock Street, Whitechapel, London, E1 8JN

Phone: 020 7089 9120

Email: office@sse.org.uk

Web: www.the-sse.org.uk

Data Protection Officer: incidentreporting@sse.org.uk

Please read our [Data Protection Policy](#) .

Personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Organisation data (for example legal name, address, directors)
- Diversity data for the purposes of monitoring (for example, age, sex, ethnicity)

Why and how we collect personal information

SSE is collecting your personal information for the Trading For Good Programme that is delivered by SSE. All personal information we receive is submitted by the applicant.

We use the information you have provided for the purposes of:

- Administering your application;
- Contact you about your application;
- For the monitoring of equal opportunities;

Who will my data be shared with?

We will share this information with:

- the programmes funders
- with our agents or subcontractors for operational reasons
- with other agencies in order to assess your application
- others for the purpose of compliance and regulatory reporting and to confirm your identity for money laundering purposes and fraud prevention

for the purpose: to undertake assessment of your application, statistical analysis, research and monitoring, compliance and regulatory reporting and fraud prevention,

and our legal basis is as described below.

What is the legal basis for processing my data?

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You can withdraw your consent at any time by contacting the data protection officer;
- (b) To perform a public task;
- (c) Legitimate interest;

How long we store your data and for how long

We will hold your information on our systems for as long as is necessary for the relevant activity unless a longer retention period is required by law, in which case we will hold your information for the period required by law.

Transferring your data outside of the UK

We may store your information on third party data centres located outside the UK, where there is not a similar standard of data protection laws. If so, we will take steps to ensure that adequate levels of protection are applied to your information. SSE shall make available a current list of third-party third service providers outside the UK receiving your information.

Your data protection rights

Under data protection law, you have rights including:

- (a) **Your right of access**
You have the right to ask us for copies of your personal information.
- (b) **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.
- (c) **Your right to erasure**
You have the right to ask us to erase your personal information in certain circumstances.
- (d) **Your right to restriction of processing**
You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- (e) **Your right to object to processing**
You have the right to object to the processing of your personal information in certain circumstances.
- (f) **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 the named data protection officer if you wish to make a request.

How to complain

If you're unhappy with the way we have handled your personal data and want to make a complaint, please write to SSE's Data Compliance Officer:

Email: dco@sse.org.uk

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>