



CASTEM Club Privacy Policy

We take the care of your personal data seriously. This privacy policy explains how the personal data you supply to us is collected and used.

We ensure that we use your information in accordance with all applicable laws concerning the protection of personal information.

Who are we?

We are CASTEM Club, a STEM (Science, Technology, Engineering and Mathematics) club for children and young people in Cambridgeshire.

CASTEM Club offers training for coding, robotics, and teaching of complex scientific subjects with the support of volunteers, who are typically scientists, engineers or technology professionals in the greater Cambridge region.

CASTEM Club engages volunteers enrolled in the STEM Ambassador program, who are equipped with enhanced DBS certificates and receive specialised training to work effectively with children and young people.

CASTEM Club offers these activities as an after-school club in the state-funded schools, with the support of teachers who are already employed by the schools.

CASTEM Club offers advice and training to take part in STEM competitions worldwide.

What information we collect about you

We aim to collect only the information that we think is required for the purpose for which we collect it.

We collect and process personal data about you, when you interact with us and our products or services or participate in any of our activities. The personal data we process may include:

- Name
- Work/home address, email address and/or phone number
- Job title/areas of interest of coaches, parents or guardians
- Dietary requirements
- Image, video and audio of participants, including parents or guardians
- Technical information as described in this document
- Payment and invoicing details, including information required to support application if needed
- Information that is needed to ensure equal opportunities to everyone as described in the Equalities and Diversity Policy



When we collect that information

We collect your information when you:

- register for activities, events or services
- participate in any of our activities
- view or download our resources from the website or other means
- visit our website
- participate in surveys or research
- sign up to receive our emails
- have made a request for information from us
- volunteer to teach or assist in the club
- are providing a service to us

How we collect and store that information

We take appropriate technical and organisational measures to ensure that the information disclosed to us is kept secure, accurate, and up to date, and that it is kept only for as long as is necessary for the purposes for which it is used.

You should be aware that the use of the internet is not entirely secure, and although we will do our best to protect your personal data, we cannot guarantee the security or integrity of any personal information that is transferred from you or to you via the internet. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features such as encryption to try to prevent unauthorised access.

What we use your information for

We collect your data on the occasions listed in the section titled “When we collect that Information”.

We use the information we have collected:

- To deliver activities, information, events or services connected with the CASTEM Club
- When the participants register for taking part in a competition, we use their information for the intended purpose
- Send you information about our services and other related activities which may be of interest to you via marketing emails you subscribe to or mobile messages such as SMS or WhatsApp communication
- Volunteers who teach at the club have access to the personal information and are expected to them safe according to this policy
- Where we have asked for your consent, we may use your image or quotes in our marketing materials. Please note that where information has been used in printed material, it will not be possible for this to be withdrawn
- To carry out surveys/research, for example to measure our impact, and to evaluate/report on outcomes
- Where you have agreed, we may provide your information to our trusted partners for research purposes
- Ensure that content from our site is presented in the most effective manner for you



- Where you are providing a service to us, we will use your information for administrative, reporting and management purposes
- To carry out the recruitment process and related employment matters
- Process a request that you have made for information from us
- Safeguarding purposes – CASTEM Club has dedicated policy for safeguarding children and young people and the participants are shared with information when they engage in the any of the activities above
- External venues – CASTEM Club does not own a dedicated office. In case of an event or activity taking place in an external venue, personal information may be registered with the owners of the venue. In addition to CASTEM Club's privacy policy, the event venue's policies are also applicable for managing privacy, safeguarding, health and safety. Participants are informed to refer to such information prior to their engagement.

On what lawful basis we use your information

We have a lawful basis for collecting your data as set out in section titled, "Why we collect that Information", and for using the data for the purposes described in section titled, "What we use your information for".

Lawful basis may include:

- Where we have your consent.
- Where processing is necessary for the performance of a contract to which you are a party. If you fail to provide this information, we may be unable to perform the contract.
- Where it is within legitimate interests to process your information. We know that under this basis of processing, we have a heightened responsibility to keep your interests central and to make sure that your rights as a data subject override our legitimate interest.
- Where we need to comply with a legal obligation.

STEM Coaches and Volunteers – Lawful basis for processing special category data

The lawful basis we rely on to process any information you provide as part of your application which is special category data, is article 9(2)(g) of the GDPR. This relates to processing for reasons of substantial public interest and the safeguarding of your fundamental rights. In addition, Schedule 1 part 2(8) of the DPA2018 which relates to processing for equality of opportunity or treatment purposes.

STEM Coaches and Volunteers – Lawful basis for processing criminal conviction data

We process information about your DBS status. The lawful basis we rely on to process this data are Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest. In addition, we rely on the processing condition at Schedule 1 part 2 paragraph 18(1), of the DPA2018 which relates to safeguarding of children and of individuals at risk.

Who we share your information with

We never exchange or sell your information to any third party.



We may share your information with:

- volunteers and coaches who are engaged with the club and support one or more of the club's activities
- participants of the club who may be taking part in the same or similar club activities
- organisations where we are providing an activity or service on behalf of the club
- organisations to whom you have agreed for us to share your information, such as the STEM competition organisers
- third parties that offer opportunities to whom you have agreed for us to share your information, such as the organisations that offer student internships
- public profiles or information contained in images or videos of club's activities, including the STEM competition presentations and participation

CASTEM Club may engage coaches or STEM experts internationally. As part of the services offered to you by the club, the information you provide may be transferred to countries outside the United Kingdom. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. When transferring your information outside of the EU in this way, we take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected.

How long we keep your information for

We keep your information for no longer than is necessary for our purposes, or for any period required by law, for example for compliance with HMRC requirements or charities commission, if this is longer. What is necessary will depend on the reason for which the information was collected.

If you have any questions about how long we keep your information, contact us at info@castem.club.

Your rights

Right of access — you have a right to ask us to confirm whether we are processing information about you, and to request access to this information.

Right to rectification — it is your responsibility to see that the information held with the club is up to date. We may also update some information if we identify it is out of date. You may ask us to rectify information you think is inaccurate, and you may also ask us to remove information which is inaccurate or incomplete. If you inform us that your personal data is inaccurate, we will inform relevant third parties with whom we have shared your data so that they may update their own records.

Right of portability — you have a right to obtain your personal data from us and reuse it for your own purposes.

Right to be forgotten — You have a right to seek the erasure of your data, for example where it is no longer necessary for us to continue holding or processing your personal data. This right



is not absolute, as we may need to continue processing this information to comply with a legal obligation.

If at any time you decide that you wish to have your account deleted from our internal database, you can do so by emailing info@castem.club. Some information that was already published as part of a past group activity, either for a STEM competition or other internal/external activities, for which consent was already given may not be deleted due to limitations.

Right to restriction — you have a right to ask us to restrict our processing of your information if:

- You contest its accuracy, and we need to verify whether it is accurate.
- You ask us to restrict use of it instead of deleting it.
- We no longer need the information for the purpose of processing, but you need it to establish or defend legal claims.
- You have objected to processing of your information being necessary for the purposes of our legitimate interests. The restriction would apply while we carry out a balancing act between your rights and our legitimate interests. If you exercise your right to restrict processing, we would still need to process your information for the purpose of exercising or defending legal claims, for the purpose of protecting the rights of another person, or for public interest reasons.

You can always unsubscribe from any marketing emails or request us to stop receiving mobile communication.

Accessing your personal information — you can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

To make a request for any personal information we may hold or exercise any of your rights, you need to put the request in writing addressing, it to: The Data Protection Officer, CASTEM Club, 1 Bead Road, Cambridge CB2 9DY, United Kingdom, or email info@castem.club with the details.

We may ask for your help in locating specific information and confirming your identity. We will act in accordance with your instructions as soon as reasonably possible, and there will be no charge.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

Our use of your data processed in the UK is regulated by the Information Commissioner. You have a right to report any of your concerns about our use of your data to the Information Commissioner's Office.



Information about cookies

This website, like most websites, puts small files (known as ‘cookies’) onto your computer to collect information about how you browse the site. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site.

Find out more about [how to manage cookies](#).

Measuring website usage (Hubspot and Google Analytics)

We use Hubspot web hosting and analytics service and Google Analytics software to collect information about how you use this website. We do this to help make sure the site is meeting the needs of its users and to help us make improvements.

Google Analytics stores information about:

- the pages you visit on this site
- how long you spend on each page on this site
- how you got to the site
- what you click on while you are visiting the site

These cookies do not collect or store your personal information (for example your name or email address) so this information can’t be used to identify who you are. We do not allow Google to use or share our analytics data. Google Analytics sets the following cookies.

You can [opt out of Google Analytics cookies](#).

About changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted here and, where appropriate, sent to you by email. Please check the website regularly to see any updates or changes to our privacy policy. By continuing to use our website, you will be deemed to have accepted such changes.

The information provided in this article does not constitute advice and is not a comprehensive statement of GDPR obligations or ICO requirements on organisations.

Any decisions you make must be based on the GDPR and guidance given by the ICO for organisations: <https://ico.org.uk/for-organisations/>

How to contact us about your data

Data rights are human rights, and we are determined to fairly and fully honour yours. You can unsubscribe at any time or just get in touch with any questions, comments, or instructions regarding your information by emailing info@castem.club or writing to: The Data Protection Officer, CASTEM Club, 1 Bead Road, Cambridge CB2 9DY, United Kingdom.