



What you need to know about globalbridge and our data

The basic principle of data protection is simple. An individual's personal data belongs to the individual / student / pupil. We are allowed to use it, but the individual always has control over its use, how much of it and what for. We cannot use it without the individual's consent. Knowing and appreciating that makes compliance simpler to follow.

1. General Data Protection Regulations (GDPR) are being embodied into the Data Protection Act 2018. globalbridge is a "Data Controller" - it holds records for many types of individuals. "Personal Data" is data relating to people, not companies. A "Data Subject" is a person whose personal data is held by globalbridge. A Data Subject can be of any age.
2. globalbridge
 - 2.1 globalbridge keeps personal data for the purposes of its business which is to provide links between pupils/students/individuals and organisations to facilitate, encourage and aid study, development and employment. Knowing what globalbridge is and does helps you to understand what we do with personal data. globalbridge is designed to be accessed by:
 - 2.1.1 **Persons** – they are Data Subjects, for they look for educational establishments they may wish to attend or look for potential employment. A person may be a student at school or other establishment or a person in or out of employment.
 - 2.1.2 **Educational Establishments** - to promote their institution and courses to potential students.
 - 2.1.3 **Associations** - set up to assist young and old further their careers and maximise their potential.
 - 2.1.4 **Employers** - to showcase their organisation and display their opportunities to people who have the skills they require.
 - 2.2 Educational Establishments, Associations and Employers are classed as Members and enter into an Agreement with us that governs their use of the site.

- 2.3 globalbridge is **NOT** a social media site. Individuals with profiles cannot communicate with each other through the site nor can they see each other's profiles.
 - 2.4 Information a Member may seek about a person must be for its own use and relevant to the above purposes. It cannot be used by a Member to seek general information.
 - 2.5 No part of the content of the Site can be used for commercial purposes unless it has been expressly agreed.
 - 2.6 A Member is prohibited from using any software designed to be used for purposes inconsistent with our terms and conditions.
 - 2.7 A breach of our terms, conditions and policies will result in the termination of a Member's Agreement and may result in a referral to the Information Commissioner.
3. globalbridge has a Data Protection Officer who is a Director of the Company.
 4. Personal Data
 - 4.1 Personal data is collected or processed by globalbridge subject to the person having consented to such.
 - 4.2 globalbridge collects personal data through its web site but specifically by means of the electronic completion of a profile form by a person who wishes to be profiled on the database.
 - 4.3 The data may include, amongst other things, a person's name, date of birth, postcode, personal achievements and aspirations.
 - 4.4 The profile form requires the person to actively consent to his or her data being seen. A button is clicked which gives consents to this and also to having read and understood our Privacy Policy.
 - 4.5 Where a person is at school and under the age of 18 the school or other institution which the person attends is required to ensure that the need for consent is understood and it is properly given. That consent will be shown on the Profile Form completed by the student. It is important that each student understands and agrees to his or her data being used.
 - 4.6 The person has the ability to copy their unique globalbridge profile URL and share this, in addition to being able to download a .DOC version of their profile.
 5. A Privacy Policy or Notice is published on the globalbridge web site.
 6. Those having access to personal data are;

- Specific senior staff of globalbridge, who require access for the purposes of advice and support and ensure legal compliance.
 - Members who have entered into an agreement with globalbridge comply with data protection law; no unauthorised person can access personal data or levels of personal data for which consent has not been given.
7. Records are maintained of who has accessed the personal data.
 8. Data is maintained in an encrypted form and from time to time penetration testing is carried out by globalbridge to ensure security is intact.
 9. Records with respect to access to personal data are maintained in a manner such that they can be made available to the Information Commissioner if requested.
 10. globalbridge cannot use the data collected for any purposes other than those set out above and/or advised to the person whose data is held. All personal data is deemed to be sensitive. This includes by way of example, ethnic origin, sexual orientation, religious beliefs, disabilities.
 11. A Member of globalbridge is an Employer or Educational Establishment. If a Member wishes further information, then through globalbridge the individual can be notified. Consent, when given in those circumstances, will only apply to the member who has requested it and to the personal data requested.
 12. An individual with a profile on globalbridge is not able to see another person's profile or any aspect of that person's personal data or communicate with that person via globalbridge.
 13. Members of globalbridge are required to have appropriate policies and procedures in place in order to comply with the Data Protection Act and/other applicable legislation. They will be required to abide by all such legislation in their Agreement with globalbridge. A misuse of personal data by a Member gives the right to globalbridge to immediately terminate membership.
 14. At the date hereof, the United Kingdom is part of the European Union (EU). globalbridge is bound by such rules as currently exist and will continue to be by bound such rules as exist after the United Kingdom has left the EU. Today this means that no data can be transferred outside of the EU or such boundaries as the UK Parliament shall determine unless satisfied that controls with respect to personal data, are at least as stringent or more stringent than those of the United Kingdom, exist.

WE HOPE THIS HAS BEEN HELPFUL – IF YOU HAVE ANY QUERIES PLEASE DON'T HESITATE TO CONTACT US hello@myglobalbridge.com

Global Bridge Limited - Updated May 2020