

PRIVACY POLICY

ABOUT US

The Peter Jones Foundation, is a company limited by guarantee (registered in England & Wales with number 05321690) and a charity registered with the Charity Commission for England & Wales (registered number 1110288) (“**PJ Foundation**”).

PJ Foundation’s registered office address is Network House, Globe Park, Marlow, Buckinghamshire, SL7 1LY.

PJ Foundation’s wholly-owned subsidiary is Peter Jones Foundation Trading Limited a company limited by shares (registered in England & Wales with company number: 07794319) with its registered office at Network House Third Avenue, Globe Park, Marlow, Buckinghamshire, SL7 1EY (VAT registration number 138909969) (“**PJFT**”, PJ Foundation and PJFT, together, “**PJF**”).

The ‘Peter Jones Foundation For Enterprise’, ‘Peter Jones Foundation For Children’ and ‘Peter Jones Enterprise Academy’ (“**PJEA**”) are all trading styles of PJF.

The following websites www.peterjonesfoundation.org, www.tycoon.com, www.tycoon-international.com, www.veteranstycoon.org, www.entfest.org (together with any successor or replacement URL, each a “**Website**” and together, the “**Websites**”) are operated by PJF.

This Policy sets out when and how PJF will use your personal information.

Please keep in mind that if you follow a link to any other websites via a Website, those other websites’ privacy policies will apply to how they use your personal information.

HOW PJF USES YOUR PERSONAL INFORMATION?

- When you register on www.tycoon.com or www.tycoon-international.com

When you register on www.tycoon.com or www.tycoon-international.com, PJF will use your personal information to process your registration and provide you with information relating to the Tycoon Enterprise Competition or Tycoon International Enterprise Competition. The personal information PJF collects from you when you register includes your name, contact details, job title, school name and school details. In the case of students, PJF asks for gender, home postcode, Unique Learner Number (ULN) and, in some cases, Pupil Premium and Special Educational Needs status to enable PJF to track the reach of its programme against its charitable mission.

When you complete an online course on www.tycoon.com or www.tycoon-international.com (e.g. a ‘microlearn’), PJF will use your responses to award badges and may use your feedback to amend PJF’s course provision.

To complete your membership application, PJF will share your personal information with third parties who are involved in the membership application process, such as PJF’s website supplier, customer relationship manager, data storage and website host.

PJF needs to process your personal information in this way to register you as a member and provide the ongoing membership services and benefits to you.

- When you register on www.veteranstycoon.org

When you click to register on www.veteranstycoon.org, you are taken to an Eventbrite page. The personal information collected from you when you register includes your name, contact details, date of birth, and military service number. Such personal information is managed by ‘X-Forces Enterprises’ who will be the data controller in relation to such information and will be shared with PJF and Sage on the basis that all three organisations work together to deliver the programme.

Additionally, to complete your membership application, your personal information will be shared with third parties who are involved in the membership application process, such as MailJet, PJF’s website supplier, customer relationship manager, data storage and website host.

- When you register on www.EntFest.org

When you sign up on www.EntFest.org, we will use your personal information to process your registration, and provide you with information relating to the event. The details we collect from you when you register include your name, contact details, and job title.

To complete your membership application, we share your personal information with our subcontractors who are involved in the event management process, such as MailJet, the University of Buckingham, our website supplier, customer relationship manager, data storage and website host.

- When you register as a PJEAlumnus

When you register as a PJEAlumnus, PJF will use your personal information to process your registration and provide you with information relating to opportunities that exist for PJEAlumni. This may include details about events and competitions open to alumni, stories about other alumni, and information about PJF.

- When you attend a PJF event

When you attend a PJF event (such as a fundraising, celebration, or Entfest event), PJF will collect the following personal information from you: name, address, email address, phone number, employer/academic institution, job title and, where appropriate, payment details and dietary requirements.

If you have attended an event in the last 24 months, and register to attend an event, PJF will use the membership details/personal information it already holds on file for you to confirm your booking. The personal information PJF collects from you when paying to attend an event will include your name, address, payment and other contact details. PJF needs to use your personal information in this way to complete your booking. This personal information will be stored on PJF's database together with any relevant correspondence. PJF may share this information with organisations it is running an event in conjunction with, for example caterers or venues, to enable PJF to fulfil its obligations to you.

- When you phone, email or write to PJF

When you phone or contact PJF by post or email with general queries, PJF may also handle your personal information (your name, contact details and the other details you provide to us) in order to assist with your enquiry/request. This could be when you ask PJF to provide information about any of its programmes or request further details about any PJF events.

PJF relies on your consent to handle your personal information in this way. If you do not provide PJF with the personal information requested from you to deal with your enquiry/request, PJF may not be able to fully answer your queries.

- When you have expressed an interest in PJEAl, a PJF Course, the Tycoon Enterprise Competition, a PJF Webinar, or the Tycoon International Enterprise Competition

This section applies if you have opted in to receive marketing communications from PJF, or if you are a business professional who has not opted-out of receiving marketing communications from PJF.

PJF will handle your personal information (such as your name, email address, postal address, telephone number and job title) to provide you with marketing communications in line with any preferences you have told PJF about.

When PJF sends you marketing emails because you have opted-in to receive them, PJF relies on your consent to contact you for marketing purposes. When PJF sends you marketing emails because you are a business professional and haven't opted-out, PJF relies on its legitimate interest to promote the success of PJF.

Every email PJF sends to you for marketing purposes will also contain instructions on how to unsubscribe from receiving them.

You are not under any obligation to provide us with your personal information for marketing purposes.

You can tell us that you do not want your personal information to be processed in this way at any time by contacting us at info@pjfoundation.org or, where relevant, by following the unsubscribe link shown in every marketing communication you receive from us.

- When you have expressed an interest in PJF careers

When you have expressed an interest in PJF careers, PJF will handle your personal information (such as your name, email address, postal address, telephone number and job title and history) to contact you regarding any relevant job opportunities that may become available. PJF relies on your consent to handle your personal information in this way, which you can withdraw at any time.

The personal information you submit will be kept in a secure manner until 24 months has elapsed, or you contact PJF to request it is discarded, whichever is the sooner.

- When you make a donation

When you make a donation to PJF, the following personal information will be collected: name, address, email address, phone number, job title and, where appropriate, payment details and consent for gift aid.

To process your donation, PJF will share this information with payment providers such as Barclays, and HMRC to claim gift aid.

This information is processed on the basis of carrying out a contract, as we cannot take a card payment donation without sharing this information with these providers. Additionally, we may carry out due diligence on those making a donation to ensure their public profile does not detract from our charitable mission.

- To explore potential partners and partnership opportunities

When we are looking for individuals and organisations who could support our programmes, either financially or through content delivery, we research the following publically held information: Name, address, directorship(s), job title(s), image, estimated wealth, education, philanthropic interests and any press coverage.

This information would be sourced from search engines (including images), social media channels, and other online sources. We would use this information to create a profile, to track events and opportunities that have been highlighted to the individual, as well as any donations they have made to PJF.

This information is processed on the basis of legitimate interests, in enabling PJF to fulfil its charitable mission. Connecting young people to entrepreneurs and business leaders through webinars, talks, and similar sessions provide young people and disadvantaged groups with the experiences that will better prepare them for successful employment or self-employment.

- To make the Websites better:

We will also use your personal information to provide you with a more effective user experience (such as by optimising our site differently depending on which device you are accessing it from). This processing means that your experience of our site will be more tailored to you.

Our use of your information in this way means that your experience of our site will be more tailored to you, and that the information and presentation you see on our site may differ from someone accessing the same site with a different history or browsing habits.

We also share your aggregated, anonymous data with third party analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will also use your personal information for the purposes of making our site more secure, and to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

We process your personal information for this reason because we have a legitimate interest to provide you with the best experience we can, and to ensure that our site is kept secure.

You can prevent us from using your personal information in this way by using the 'do not track' functionality in your internet browser. If you enable do not track functionality, our site may be less tailored to your needs and preferences.

- If PJF's business is sold or transferred:

We will transfer your personal information to a third party:

- if PJF disposes of or acquires any business or assets, it will provide your personal information to the acquirer or seller (but only to the extent it needs to, and always in accordance with data protection legislation); or
- if PJF or the majority of its assets are acquired by somebody else, in which case the personal information held by PJF will be transferred to the acquirer.

PJF processes your personal information for this purpose because it has a legitimate interest to ensure its business can be continued by the acquirer. If you object to PJF's use of your personal information in this way, the relevant acquirer of PJF's business may not be able to provide services to you.

In some circumstances PJF may also need to share your personal information if it is under a duty to disclose or share it to comply with a legal obligation.

WHAT ABOUT TECHNICAL INFORMATION AND ANALYTICS?

Personal information PJF collects about you: When you visit a Website PJF will automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, screen resolution, operating system and platform; and
- information about your visit, including the full Uniform Resource Locators, clickstream to, through and from the Website (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs) and methods used to browse away from the page.

Personal information PJF receives from other sources: PJF is also working closely with third party advertising networks, analytics providers, hosting providers and search information providers from whom it may also receive general aggregated anonymous information about you.

PJF will combine the personal information you provide to PJF with personal information it collects about you.

COOKIES

The Websites use cookies to distinguish you from other users of the Websites. This helps PJF to provide you with a good experience when you browse the Websites and also allows PJF to improve the Websites. By continuing to browse the Websites, you are agreeing to PJF's use of cookies.

A cookie is a small file of letters and numbers that PJF stores on your browser or the hard drive of your computer. PJF only uses (and stores) non-essential cookies on your computer's browser or hard drive if you provide your consent.

www.PeterJonesFoundation.org & www.VeteransTycoon.org

Cookie	Duration	Purpose
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Google Analytics	2 Years	Google Analytics is a simple, easy-to-use tool that helps website owners measure how users interact with website content. As a user navigates between web pages, Google Analytics provides website owners JavaScript tags (libraries) to record information about the page a user has seen, for example the URL of the page. The Google Analytics JavaScript libraries use HTTP Cookies to "remember" what a user has done on previous pages / interactions with the website.
Consent	18 Years	This cookie carries out information about how the end user uses the website and any advertising that the end user may have seen before visiting the said website.
Twitter	2 Years	These cookies enable you to log into Twitter; to remember information about your preferences; to help Twitter understand how visitors are using their services; to personalise content; to help Twitter deliver adverts; and to help personalise the experience on different devices that are related. More information is available here: https://help.twitter.com/en/rules-and-policies/twitter-cookies
Wordpress	Until the end of the session	WordPress uses cookies to verify who you are. There are cookies for logged in users and for commenters. The cookies also optimise the viewing experience for the visitor.
Azure	Until the end of the session	Azure is a cookie that scales the site to optimise the viewing experience for the visitor.

www.Tycoon.com & www.Tycoon-international.com

Cookie	Duration	Purpose
SSESS	Until the end of the session	Storage of user's session identifier
has_js	Until the end of the session	Detect whether javascript is enabled for batch processing and administrative menu
Drupal.tableDrag.showWeight	1 year	Storage for sortable admin UI variable
Drupal.toolbar.collapse	Until the end of the session	Determines the current state of the toolbar drawer's visibility
Drupal.visitor.admin_compact_mode	1 year	Storage for sortable admin UI variable
Webform-{nid}	Until the end of the session	Shows the available fields from that node's webform
Webform_export_info	120 seconds	shows you the available fields from that node's webform

flags	2000000 seconds	adds session cookies to anonymous users
DrupalModuleFilter	7 days	Filters content in preparation for display

www.EntFest.org

Cookie Name	Duration	Purpose
ss_cid	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvr	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvisit	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvt	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cpvisit	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cookieAllowed	30 days	Remembers if a visitor agreed to placing Analytics cookies on their <i>browser</i> if a site is restricting the placement of cookies

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, which PJF does not have any control over. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of the Websites.

Except for essential cookies, all cookies will expire after 2 years.

WHERE PJF STORES YOUR PERSONAL INFORMATION

All personal information you provide to PJF is stored on a secure server in the UK, and/or in a server in the US under the EU-US Privacy Shield Framework. Where PJF has given you (or where you have chosen) a password which enables you to access certain parts of a Website, you are responsible for keeping this password confidential. You must not share your password with anyone.

To keep this Policy as short and easy to understand as possible, PJF has not set out the specific circumstances when each of these protection measures are used. You can contact PJF at info@pjfoundation.org for the details as to how PJF protects specific transfer of your personal information.

All information you provide to PJF is stored on secure servers.

HOW LONG WILL PJF RETAIN YOUR PERSONAL INFORMATION FOR?

PJF will usually retain your personal information for a period of 24 months, to ensure that it is able to assist you should you have any questions, feedback or issues in connection with that personal information or if any legal issues arise in relation to the same.

Where PJF has used your personal information to contact you for marketing communications PJF will contact you at least:

- every 24 months to ensure you are happy to continue receiving electronic communications; or
- every 24 months to ensure you are happy to continue receiving postal and telephone communications from us.

If you tell PJF that you no longer wish to receive marketing communications, PJF will stop sending them to you.

Where PJF has processed your personal information for any other reason (such as where you have contacted PJF with a question in connection with one of its programmes) PJF will retain your personal information for 12 months.

In some circumstances, such as to review the extent to which PJF is fulfilling its charitable mission PJF may anonymise your personal information so that it can no longer be associated with you for research or statistical purposes, in which case PJF may use this information indefinitely without further notice to you.

YOUR RIGHT TO OBJECT UNDER DATA PROTECTION LAWS

You have the right to object to PJF handling your personal information when:

- PJF is handling your personal information based on its legitimate interests (as described in the “How PJF Uses Your Personal Information” section above). If you ask PJF to stop handling your personal information in this way, PJF will stop unless it can show you that it has compelling grounds as to why its use of your personal information should continue; or
- for marketing purposes. If you ask PJF to stop handling your personal information on this basis, PJF will stop.

YOUR RIGHTS UNDER DATA PROTECTION LAWS?

You have various rights under data protection laws, which you can exercise by contacting PJF. The easiest way to do this is by sending an email to info@pjfoundation.org.

Right of access

You are entitled to receive confirmation as to whether your personal information is being processed by PJF, as well as various other information relating to PJF’s use of your personal information.

You also have the right to access the personal information held by PJF on you.

Right to rectification

You have the right to require PJF to rectify any inaccurate personal information it holds about you. You also have the right to have incomplete personal information PJF holds about you completed, by providing a supplementary statement to PJF.

Right to restriction

You can restrict PJF’s processing of your personal information where:

- you think PJF holds inaccurate personal information about you;
- PJF’s handling of your personal information breaks the law, but you do not want PJF to delete it;
- PJF no longer needs to process your personal information, but you want PJF to keep it for legal reasons; or

- where PJF is handling your personal information because it has a legitimate interest (as described in the “How PJF Uses Your Personal Information” section above and are in the process of objecting to this use of your personal information.

Where you exercise your right to restrict PJF from using your personal information, PJF will then only process your personal information when you agree, except for storage purposes and to handle legal claims.

Right to data portability

You have the right to receive your personal information in a structured, standard machine-readable format and to send this to another organisation controlling your personal information.

This right only applies to your personal information that PJF is handling because you consented to such use or because there is a contract in place between you and PJF relating to such use.

Right to erasure

You have the right to require PJF to erase your personal information held by PJF in the following circumstances:

- where PJF no longer needs to use your personal information for the reasons it advised you that it was collected for;
- where PJF needed your consent to use your personal information, you have withdrawn your consent and there is no other lawful way PJF can continue to use your personal information;
- when you object to PJF’s use of your personal information and PJF has no compelling reason to carry on handling it;
- if PJF’s handling of your personal information has broken the law;
- when PJF must erase your personal information to comply with a law it is subject to.

Right to complain

You have the right to lodge a complaint with the Information Commissioner's Office, the supervisory authority for data protection issues in England and Wales.

WEBSITES PJF LINKS TO?

The Websites may, from time to time, contain links to and from the websites of PJF’s partner networks and affiliates.

If you follow a link to any of these websites those other websites’ privacy policies will apply to how those websites use your personal information. PJF does not accept any responsibility or liability for such policies or websites. Please check privacy policies that apply to such websites before you submit any personal information to these websites.

CHANGES TO THIS POLICY?

Any changes PJF makes to this Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail or post.

Please check back frequently to see any updates or changes to this Policy.

HOW TO CONTACT PJF WITH FEEDBACK?

Questions, comments and requests regarding this Policy should be addressed to info@pjfoundation.org.

This Policy was last updated on 2nd November 2020