



Privacy Policy

Business Launchpad/Tooting Works

How we collect, use and store your personal data.

WHO WE ARE.

Business Launchpad (BLP) supports young people living in London with barriers to enterprise to start and run their businesses. We offer resources for all stages of entrepreneurship coaching young people from the very early stages of considering a business idea, to those who have already started.

BLP strive to provide practical business development programmes, whether you need help refining your business idea or accelerating your business.

Business Launchpad ("we") is committed to protecting your privacy and handling your data in accordance with the current charity privacy policy standard. This updated Privacy Policy outlines how we collect, store, and transfer your data, and explains our commitment to keeping your information safe.

WE TAKE YOUR PRIVACY SERIOUSLY

By sharing your data with us or allowing us to collect data from other organisations, you can trust that we will handle it responsibly and use it to further our mission. We strive to develop a better understanding of our clients through their personal data, which helps us make informed decisions, improve fundraising efficiency, and achieve our goals of developing young entrepreneurs, fostering leadership, strengthening the Tooting Works Centre as a community asset, and becoming thought leaders in entrepreneurship and leadership.

Opt-In Communication Policy

Since May 2018, in compliance with the General Data Protection Regulation (GDPR), we have adopted an "opt-in only" communication policy. This means that we will only send marketing communications to individuals who have explicitly stated their consent to receive such communications through their preferred channels, including email, SMS, phone, or post.





If you would like to "opt-in" to receive marketing communications and information about upcoming events and workshops, please email us at data@businesslaunchpad.org.uk.

Identity and Contact Details of the Controller and Data Protection Officer

Controller: Business Launchpad

Business Launchpad

[Click here to email the Controller.](#)

Data Protection Officer:

Kweku Bedu-Addo – Finance manager

[Click here to email Kweku.](#)

Purpose of Processing and Legal Basis

We will use the personal data we collect from you for the following purposes:

Marketing: Promoting the services we offer, sharing case studies, and performing statistical analysis to inform our supporters and young people about the support we provide.

Consent: We will seek consent from individuals before processing their data for the above purposes.

By opting in, you confirm your consent to Business Launchpad using your personal data for the aforementioned purposes and grant us permission to carry out the necessary actions and activities.

Legitimate Interests

Business Launchpad may have legitimate interests in certain situations, including:

Fundraising purposes, where identities will remain anonymous.



Contractual reporting requirements.

Assessing eligibility.

Categories of Personal Data

The GDPR defines "personal data" as any information relating to an identified or identifiable natural person. This includes data such as name, identification number, location data, and other factors specific to an individual's identity. Additionally, the GDPR identifies certain data as "special categories," which include racial or ethnic origin, political opinions, religious beliefs, genetic data, health data, and more.

The GDPR classifies certain data as belonging to "special categories", as follows:

- Racial origin
- Ethnic origin
- Political opinions
- Religious beliefs
- Membership to a trade-union
- Genetic data
- Biometric data
- Health data
- Data concerning a natural person's sex life
- Sexual orientation; and
- Other

At Business Launchpad, we collect various categories of personal data, including:

- Name,
- Address,
- Criminal record information,
- Email address,
- Telephone number,
- Contract preferences,
- Date of birth, age
- Education,
- Gender,
- Disability,
- Racial and ethnic origin



Recipients of Personal Data

Business Launchpad is responsible for ensuring the security of its data processing facilities and other information assets in relation to third parties. This procedure applies to all situations where third parties require access to any of Business Launchpad's data, including all of the following categories of external parties with whom Business Launchpad may have agreements in place:

- Service providers, including managed security service providers
- Clients and customers
- Outsourcing suppliers including: facilities, operations, IT systems, data collection and call centers
- Consultants
- Auditors
- Providers of IT systems and services
- Providers of cleaning, catering and other outsourced support services; and
- Temporary staff, including placement and other short-term appointments.

Business Launchpad is responsible for assessing associated third-party risks according to the category and level of risk involved.

Transfers to the third-party and safeguarding

Business Launchpad is committed to ensuring that all personal information collected and processed is appropriate for the intended purpose(s) and does not infringe upon your privacy. We may share your personal data with third-party service providers who are contracted by us, ensuring that they securely handle and use your personal data solely for the contracted service. When the service need ends or the contract expires, the third party will dispose of all personal data in accordance with our procedures. We will never share your personal data with third parties without your consent unless required by law.

Retention Period

As data subjects, you have certain rights regarding your personal data, including:

Right to access personal information.

Right to withdraw consent.

Right to amend personal data.





Right to request permanent deletion of personal data.

Right to restrict processing.

Right to lodge an official complaint with the relevant authority.

The right to withdraw consent at any time, where relevant

You may withdraw your consent at any time by referring to our Right to Withdraw Consent Procedure 92017-I and completing the Data Subject Withdrawal of Consent Form 92017-J. To obtain a copy of these documents, please email us.

Right to Lodge a Complaint with a Supervisory Authority

As data subjects, you have the right to lodge an official complaint with the relevant authority if you believe your data protection rights have been violated.

Source of Personal Data

You may withdraw your consent at any time by referring to our Right to Withdraw Consent Procedure 92017-I and completing the Data Subject Withdrawal of Consent Form 92017-J. To download these documents, [please click here](#).

Cookies

When you visit the Business Launchpad website, we and our third-party service providers receive and record information such as your IP address through server logs, cookies, and similar technologies. Cookies are small text files stored on visitors' computers to store their preferences. You can manage cookies by adjusting your browser settings. However, blocking or deleting cookies may affect the functionality of the website. We do not share your personal details or sell mailing list data to third parties.

Google Analytics Cookies:



We use Google Analytics cookies (_utma, _utmb, _utmc, _utmz) to collect anonymous information about how visitors use our site. This information helps us improve our website by understanding the number of visitors, their sources, and the pages they visit.

Google AdWords Cookies:

We utilise Google AdWords Remarketing to display tailored ads based on your interactions with the Business Launchpad website. These cookies do not identify you or provide access to your computer. You can opt out of Google's use of cookies by **visiting [Google's Ads Settings](#)**.

We are committed to ensuring the privacy and security of your personal data. If you have any questions or concerns about our Privacy Policy or how we handle your data, please contact us.

More information: [Google Privacy Policy](#)

