

## The Brokerage Citylink Privacy Statement

### Data Protection

At The Brokerage we take your privacy seriously, are committed to protecting your personal information and adhere to the Data Protection Act 1998. We endeavour to ensure that your personal data will be processed in accordance with the Data Protection Act and that:

- it will be processed fairly and lawfully
- it will be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- it will be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed
- it will be accurate and, where necessary, kept up to date
- it will not be kept for longer than is necessary for that purpose or those purposes
- it will be processed in accordance with the rights of data subjects under this Act
- technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- it will not be transferred to a country or territory outside the European Economic Area.

### Data collection

The Brokerage may collect the following data:

#### Information about you

We may collect personal information from you when you:

- enquire about the website, our services, opportunities and/or about The Brokerage
- request or share information through the website
- register for any of our mailing lists or events through the website
- contact us through the website, or any other channel.

This personal information may include but is not limited to the following information about you:

- your date of birth
- your name (including your first name(s) and surname)
- your email address

- your postcode
- your phone number
- other details about you that you or others provide to us
- video footage and photos of you.

We may also ask for or collect some non-personal information from you.

### **How do we use this information?**

Your personal information will only be used by us to:

- process your requests
- respond to your questions or comments
- provide or administer activities relating to The Brokerage's services or the services offered on the website, including opportunities
- provide you with information relating to The Brokerage, the website or our services, or that we feel may be of interest to you
- maintain our organisational records
- carry out research, including evaluation carried out for us by another organisation or prepare reports.

The Brokerage will not sell, distribute or pass your personal information to third parties unless we have your consent or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998.

If you believe that any information that The Brokerage is holding on you is incorrect or incomplete, please contact the organisation at:

The Brokerage Citylink  
65 London Wall,  
London,  
EC2M 5TU  
T: 020 7628 9904 E: [admin@thebrokerage.org.uk](mailto:admin@thebrokerage.org.uk)

The Brokerage will correct any information found to be incorrect promptly.

## Security

The Brokerage uses Salesforce for storing your data and from time to time may also use Google Analytics for traffic tracking activity on our website. These organisations provide high levels of security and protection. You can find out more about Google's position on security [here](#) and Salesforce's [here](#).

## What are cookies?

Cookies are small pieces of data that are stored on your computer, mobile phone or other device that websites and applications use for security purposes and to deliver products, services, and advertisements, and to understand how they are used. With these technologies, a website or application can store information on your browser or device and later read that information back. We explain more about each of these technologies and how they are used on this page.

## Why does The Brokerage use cookies?

### We use cookies [on our website] to:

- Show what matters to you - they help us know who you are so we can show content that's most relevant to you, including features, products, and ads
- Improve your experience - they work with the sites features and help us improve our products and services.
- Protection and security - they help secure the website by letting us know if someone engages in activity that violates our terms.

## Categories of use and examples:

### Authentication

- We use this information to understand how people use our website.

### Security and site integrity

- We use these to help keep our website safe and secure. They support or enable security features and help us detect activity that could harm the site.

### Site features and services

- These provide functionality that help us deliver products and services.

### Performance

- We use these to provide you with the best experience possible.