Upskill Me Programme Privacy Notice

Introduction

At Upskill Me, we care about your privacy and want you to know how we handle your personal data when you participate in our events. This notice explains what data we collect, why we collect it, how we use it, and how we keep it safe.

Please read this Privacy Notice carefully so you understand it. By applying to any of our programmes or completing an interest form, you automatically agree to this Privacy Notice. If you don't agree with this notice, please exit the form.

Definitions In This Document

"Personal data" is any information that can be used to identify you. This includes things like your name, address, phone number, email, and even things like your photo or student ID number. If it's information that can tell someone who you are, it's personal data.

"We/Us/Our" in this document refers to Upskill Me.

Who We Are

We are Upskill Me and we work with partner organisations to make their recruitment processes more positive, inclusive, accessible, and equitable. We also work with partners to run events for young people aged 16-25, to build employability skills, get insights into organisations, and connect with employers.

If you have any questions, you can reach us at:

- **Address:** 240 Blackfriars Road, London, SE1 8NW
- **Email:** upskillme@targetjobs.co.uk
- **Office Number**: +44 (0)20 7654 7204

The Information We Collect

We collect some information from you and your parent/guardian(s) to make sure you can join in and stay safe at our events. This includes:

- **Your information:**
  - Name

- ⊄ Age
- ⊄ Gender
- ⊄ Ethnicity
- ⊄ Email address
- ⊄ Phone number
- ⊄ Health information (to keep you safe)

∉ **Parent/Guardian Information:**

- ⊄ Name
- ⊄ Email address
- ⊄ Emergency contact number
- ⊄ Consent for you to participate

How We Use Your Information

We use the information we collect to:

- ∉ Sign you up for events
- ∉ Keep you safe during events (e.g. health & safety registers)
- ∉ Update you on any changes to our events
- ∉ Contact your parent/guardian(s) about event details
- ∉ Follow the law and any necessary regulations
- ∉ Track who is attending our events
- ∉ Improve our events, including making them more accessible to different groups of people

Why We Can Use Your Information

We can use your information because:

- ∉ **Consent:** Your parent/guardian(s) and you have given us permission.
- ∉ **Legitimate Interests:** We need your information to run the events and keep you safe.
- ∉ **Impact:** To measure the short, medium and long term impact for our events and their potential impact on your career trajectory.
- ∉ **Legal Obligations:** We have to follow certain laws.

Who We Share Your Information With

We might share your information with:

- ∉ **Event Hosts and Partners:** To help run the events and provide feedback after.

- **Service Providers:** Who run our IT services (your data will be hosted online on platforms such as Microsoft 365).
- **Legal Authorities:** If the law says we have to provide them with your information.

Keeping Your Information Safe

We take your privacy seriously and have put measures in place to keep your information safe from being accessed, changed, or shared without permission. These measures include:

- Encrypting data
- Using secure passwords and access controls, especially when sharing your data with our clients
- Regularly checking and updating our security procedures

How Long We Keep Your Information

We only keep your personal information for as long as necessary. Here's how long we keep different types of information:

- **Your Name and Contact Information:** Kept for 3 years after the event.
- **DEI Information (gender, ethnicity):** Kept for 3 years after the event.
- **Parental/Guardian Consent:** Kept for 1 year after the event.
- **Health and Emergency Contact Information:** Kept for 1 year after the event.
- **Progression Tracking Information:** We keep this information for 3 years after the event. After that, we might ask if we can keep tracking your progress beyond school, into college, university, or your career. If you say yes, we'll keep any specific information we need for another 2 years before contacting you again. We will let you know exactly what information we want to keep when we contact you.

Your Rights

You have rights when it comes to your personal information, including:

- **Access:** You can ask to see the information we have about you.
- **Correction:** You can ask us to correct any wrong or incomplete information.
- **Deletion:** You can ask us to delete your information.
- **Restriction:** You can ask us to stop using your information in certain ways.
- **Objection:** You can object to how we use your information if you think it's wrong.
- **Data Portability:** You can ask us to transfer your information to another organisation.

To use any of these rights, email us at upskillme@targetjobs.co.uk

UpskillMe

Contact Us

If you have any questions or concerns about how we use your information, please get in touch with us via:

Email at upskillme@targetjobs.co.uk

Post at 240 Blackfriars Road, London, SE1 8NW

Changes to This Privacy Notice

We might update this notice from time to time. If we make any big changes, we'll let you know through our website or by email. This Privacy Notice was last updated in November 2026.