

CFG privacy policy

Your privacy matters to us

We take very seriously our commitment to be transparent with you about the data we collect about you and how it is used and shared. By using our Services, including applying for a place on a coding course or applying to become an instructor, you consent to our use of your data under this Privacy Policy. The document below has been created by Code First:Girls whose companies house registered name and address is as follows:

ENTREPRENEUR FIRST C.I.C. (Trading as Code First Girls)
% BWB Secretarial Limited
10 QUEEN STREET PLACE
LONDON
UNITED KINGDOM
EC4R 1BE
Company No. 07810542
Information commissioner's office ref: ZA221273

1. Information we collect

We do not share your contact details with any other third parties without your consent. We do not sell your contact information or use it for marketing purposes other than to inform you of opportunities available to you as part of the Code First: Girls community.

1.1 Applying for a place on a coding course

When applying for a place on one of our coding courses, you will first be asked to register on our community platform (ProFinda) and then asked to complete your course application on our Typeform platform.

1.1.1 Your data on Profinda

As part of the ProFinda registration process, you will be asked to include your name, email address, picture, a short biographical description and professional details such as skills, interests and career history. You can also chose if you wish to synchronise your profinda account with your LinkedIn. This information will be kept on the ProFinda platform and can be amended or deleted by the individual at any time. Your email address is not visible to others users of the platform. The only parties who can contact an individual using their email address is Code First: Girls, except where the individual has specifically agreed to share his or her email details with any other parties on the platform.

As part of Code First: Girls reporting, we will download data from ProFinda in order to conduct analytics about our community.

Our ProFinda platform is accessible to all members of the Code First: Girls community, including select Corporate Partners. Our Partners may use the information individuals share on ProFinda to approach individuals with employment opportunities, and / or invite them to career events via the Profinda platform. Additionally, Corporate partners may contact individuals via social media or phone if an individual has shared those details on the Profinda platform.

1.1.2 Your data on Typeform

If you apply for one of our coding courses, you will complete an application form on Typeform, the platform we use to collect applications to all our courses. You consent to sharing your name, email address, student number (if applicable), employment status (working, studying, both, job seeking), year of graduation, cv (if applying to become a course Ambassador), as well as aggregated data about your course subject, age bracket and your interest in pursuing a career in tech. This information is shared with Code First: Girls for the purposes of processing your course application and community membership.

1.2 Applying to be a volunteer instructor

When applying to be one of our course instructors, you will first be asked to share your cv and undertake a telephone/online interview. If successful, you will then be asked to register on our community platform (ProFinda). In addition, your details will be added to our CRM system (Agile CRM) which we will use to communicate with you about volunteering, freelancing and other community activities.

1.2.1 Your data on Profinda

As part of the ProFinda registration process, you will be asked to include your name, email address, picture, a short biographical description and professional details such as skills, interests and career history. You can also choose if you wish to synchronise your profinda account with your LinkedIn. This information will be kept on the ProFinda platform and can be amended or deleted by the individual at any time. Your email address is not visible to other users of the platform. The only parties who can contact an individual using their email address is Code First: Girls, except where the individual has specifically agreed to share his or her email details with any other parties on the platform.

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Our ProFinda platform is accessible to all members of the Code First: Girls community, including select Corporate Partners. Our Partners may use the information individuals share on ProFinda to approach individuals with employment opportunities, and / or invite them to career events via the Profinda platform. Additionally, Corporate partners may contact individuals via social media or phone if an individual has shared those details on the Profinda platform.

1.2.2 Your cv data and other interview details

Your cv and answers to any interview questions in addition to any professional references collected will be stored on the Code First: Girls secure company drive and the Code First: Girls CRM system (Agile CRM). The details will be used by Code First: Girls to manage and process your application as a

volunteer instructor, and to communicate with you about volunteer and other Code First: Girls commercial and community opportunities.

We do not share your information with external parties without your consent. If you become an instructor, you will be additionally asked to join a Slack channel for the course you are teaching.

1.3 Applying to become a course Ambassador

If you apply to become a course Ambassador, you will be asked to submit a copy of your cv, as part of the course application process. Your cv, answers to any interview questions and any professional references given will be stored on Typeform, on the Code First: Girls secure company Google drive and the Code First: Girls CRM system (Agile CRM). Your details will be used by Code First: Girls to manage and process your application as a Course Ambassador, and to communicate with you about volunteer and other Code First: Girls commercial and community opportunities.

We do not share your information with external parties without your consent.

1.4 Our clients and Commercial partners

As part of the commercial work we do, CFG collects information which helps us administer our work. This includes client name, job title, company address, email address and phone number. These details will be added to our CRM system (Agile CRM). CFG may use this information to contact our clients and partners for marketing purposes relating to our commercial work. We do not share your information with external parties without your consent.

1.5 Job applications and recruitment

If you apply for a position at CFG, you will be asked to complete an application form on Typeform. You will be asked to submit your cv as well as share your name, email address, phone number and career history. This information will be stored on our company drive (secured Google drive). Your application will be treated in strict confidence. We do not share your information with external parties without your consent.

1.6 Cookie policy

As described in our Cookie Policy¹, we use cookies to recognize you and/or your device(s) on, off and across different Services and devices. You can control cookies through your browser settings and other tools.

2. How we use information we collect

The legal basis on which we collect and process your data is “legitimate interest”. This is because we collect and store your data in order to process your course application, or application to become a volunteer instructor, or for other reasons which enable you to contribute to the mission of Code First:Girls. To find out more about this legal basis, click here.

¹ Our cookie policy is: “By using this site you consent to the use of cookies. Cookies can be managed in your browser or device settings.”

2.1 For course applications

We use the above data to process your application for one of our free coding courses. We download and store your application data from Typeform on our company drive (secured Google drive), We share your data with our volunteer course instructors, who use your answers to consider your suitability for a place on the course. If you attend the course, instructors may contact you by email to update you about various aspects of the course. We may contact you by email during and after the course to check your progress, address any attendance issues and send your course completion certificate. We also send you an invitation to join a Slack channel group with other learners on your course, so instructors can keep you informed of learning tips and other administrative matters relating to the course. As part of your course application, you are invited to sign up to our monthly newsletter on an opt-in basis. Your name and email address will be shared with course applicants via the Slack channel group, so as to foster a community of learners who can network with and support one another. If you do not wish to join the Slack channel group, please let the Code First:Girls team know by emailing programmes@codefirstgirls.org.uk.

We do not share your contact details with any other third parties without your consent. We do not sell your contact information or use it for marketing purposes other than to inform you of opportunities available to you as part of the Code First: Girls community.

2.2 CFG community surveys and career opportunities

From time to time we may email you to ask you about your career progression since completing a Code First:Girls course. We rely on responses to these surveys to demonstrate to our corporate sponsors and other interested parties our progress towards our mission of getting more women working in the tech sector. We may also occasionally contact you with invitations to our event and news of career opportunities with our partner organisations.

2.3 Volunteer instructors and host organisations

If you volunteer to become a course instructor, we will use the information you share with us to assess your suitability as a CFG instructor. We will store your details on our CRM platform for use by the CFG team. We may email you from time to time to inform you of changes to our course curricula, opportunities to apply to undertake paid work, and to keep you up to date with CFG activities. As part of your instructor application, you are invited to sign up to our monthly newsletter.

If you are interested in hosting a coding course (eg. at a University or company), we will use the information you share with us to correspond with you about the course hosting. We will store your details on our CRM platform for use by the CFG team. We may email you from time to time to inform you of updates to our free course activities.

We do not share your details with any other third parties. We do not sell your information or use it for marketing purposes.

3. Your rights, choices and obligations

3.1 Your rights.

Data protection law provides you with rights in respect of personal data that we hold about you, including the right to request a copy of the personal data and request that we rectify, restrict or delete your personal data.

If you would like to exercise any of these rights please email us at [info@Code Firstgirls.org.uk](mailto:info@CodeFirstgirls.org.uk). Please note that requests to exercise data protection rights will be assessed by us on a case-by-case basis.

If you have a complaint about how we handle your personal data, please get in touch with us at [info@Code Firstgirls.org.uk](mailto:info@CodeFirstgirls.org.uk). If you are not happy about the way a complaint has been handled, you have the right to refer your complaint to the [Information Commissioner's Office](#).

3.2 Data retention

We will retain your data for as long as necessary to provide our services to you and fulfil transactions you have requested, or for other purposes such as collecting longitudinal data about our community's career progress. Because these needs can vary for different data types in the context of different Products or Services, actual retention periods can vary significantly. If you wish us to delete your data at any time, please email [info@Code Firstgirls.org.uk](mailto:info@CodeFirstgirls.org.uk).

3.3 Rights to Access and Control Your Personal Data

You can request a copy of the data we hold about you, or request that we delete any data we hold on you. You can also ask us to correct, update or delete any inaccurate personal data that we hold about you. Just email us at [info@Code Firstgirls.org.uk](mailto:info@CodeFirstgirls.org.uk) at any time. We aim to process requests for data records or deletion within two weeks of receipt.

3.4 Data Access and Portability

You have the right to request a copy of the personal information we hold about you in a structured, electronic format. If you wish to receive a copy of the information we hold about you, please email [info@Code Firstgirls.org.uk](mailto:info@CodeFirstgirls.org.uk)

4. Security

From time to time we implement and update administrative, technical, and physical security measures to help protect your information against unauthorised access, loss, destruction, or alteration. However, the Internet is not a 100% secure environment so we can't guarantee the security of the transmission or storage of your information.

4.1 Data breach/leak response

Entrepreneur First CIC is registered with the ICO, and if a data breach, leak or other unauthorised access to data outside of the scope of the purpose and consent the data was collected for use under should occur, you can expect Entrepreneur First CIC to respond to the situation in line with [Guidelines provided by the ICO](#); namely:

- As soon as we are aware of the data incident we will undertake an assessment to understand the likely risk to individuals as a result of a breach.

- We will notify the ICO of a breach within 72 hours of becoming aware of it, even if we do not have all the details yet.
- We know what information we must give the ICO about a breach, which is as follows:
 - a description of the nature of the personal data breach including, where possible:
 - the categories and approximate number of individuals concerned; and
 - the categories and approximate number of personal data records concerned;
 - the name and contact details of the data protection officer or other contact point where more information can be obtained;
 - a description of the likely consequences of the personal data breach; and
 - a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.
- We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms.
- We know we must inform affected individuals without undue delay.
- We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects.
- We document all breaches, even if they don't all need to be reported.

5. Changes to this privacy policy

We reserve the right to modify this Privacy Policy at any time in accordance with this provision. If we make changes to this Privacy Policy, we will post the revised Privacy Policy on the Code First:Girls website and update the "Last Updated" date at the top of this Privacy Policy. If you disagree with the revised Privacy Policy, you may ask us to remove your information from our systems. If you do not cancel your profile before the date the revised Privacy Policy becomes effective, your continued access or use of the ProFinda Platform will constitute acceptance of the revised Privacy Policy.

6. Contact

If you have any questions or complaints about this Privacy Policy or our information handling practices, you may contact us at:

Correspondence address:

Code First:Girls
 Campus London 4th Floor
 4-5 Bonhill Street
 London
 EC2A 4BX

You may also email us at info@codefirsttgirls.org.uk.