

Digital Horizons - Privacy policy

Digital Horizons is committed to protecting and respecting your privacy and protecting your personal data. Digital Horizons is a registered charity, charity number 1151167.

This policy (together with cookie policy, Website terms and conditions and any other documents referred to within it) sets out how and why the personal data we collect from you, (or that you provide to us) will be processed by us and kept secure. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1.What is Digital Horizons?

Digital Horizons is equips youth with the digital and future work-ready skills needed to lead impactful initiatives, foster innovation, and build inclusive communities. Through structured leadership pathways, and peer-to-peer mentorship, we empower young people to transition from learners to young leaders pioneering sustainable impact.

Digital Horizons is an independent UK Charity and also a Partner of Digital Opportunity Trust (DOT), an international social enterprise, Headquartered in Ottawa Canada with local operations around the globe..

The work Digital Horizons has three cross-cutting key programme areas that will drive DOT UK's impact, empowering youth to create sustainable, inclusive, and transformative change in their communities: Digital Inclusion (SDG 4), Climate Action (SDG 13) and Transition to Work (SDG 8).

There are different ways in which we work to do this. We may undertake grant making trust, foundation and corporate research where we identify suitable funders, corporates and individuals who might be interested in and wish to partner to support our work. We may also develop a dialogue through

face-to-face meetings with individuals or representatives of organisations considered to have a potential interest in the work of Digital Horizons.

Digital Horizons is committed to complying with the provisions of the Data Protection Act and the General Data Protection Regulation and is registered with the Information Commissioner's Office, Number ZA806229.

2. Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site www.digitalhorizons.org ("our site"). This includes information you provide when registering to use our site, subscribing to our email services and newsletters or requesting further services. The information you provide to us may include your name, organisation name, address, e-mail address, phone number, photographs, and financial and credit card information.
- We may also ask you for information if you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

We track which parts of our website you visit and the resources you access and we use the information we collect from you via cookies on our website - see section 4.

3. How we use your information

We use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective and easily understandable way for you and for your computer.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To notify you about changes to our service.

Prospect research and Due Diligence

- Digital Horizons might undertake research of publicly accessible information about individuals, grantmakers, partners and for-profit organisations we believe may be interested in our work and making or influencing a charitable donation in support of our work. Many prospective donors and corporate partners would reasonably expect Digital Horizons to be well informed before any approach for major support was to be made.
- In some cases, careful research may have been undertaken in preparation for a meeting or engagement. This is primarily to ensure that the meeting or approach is appropriate for a potential donor and they are not unnecessarily inconvenienced or experience an unwarranted impact.
- When looking to work with a new partner, Digital Horizons will undertake appropriate Due Diligence to support the partnership discussion process.

By using our website, or by providing any personal information to Digital Horizons you consent to the collection and use of your personal information as set out in this Privacy Policy.

What type of sources do we use for research and prospect research?

For our research, we use data gathered entirely from publicly accessible sources including:

- Public Registers: Companies House, the FCA (Financial Services Register), the Law Society, the Land Registry, and reliable equivalents in other relevant countries.
- Trade & Industry References, Professional directories and associations, Charities Commission and reliable equivalents in other relevant countries.
- UK Reference Volumes: Who's Who, Debrett's People of Today, Debrett's Peerage, City of London Livery Company information, Trustfunding.org.uk, FundingforNGOs and other reliable wealth, philanthropic and biographic information software and reliable equivalents in other relevant countries

- Reliable print and broadcast media; newspapers (The Telegraph, The Times and Sunday Times, City AM), magazines, rich lists - regional and national and reliable equivalents in other relevant countries.
- Internet; general google searches, company websites, online-only articles, social media, justgiving.com, linkedin.com.

4. Cookies and IP addresses

We may collect information about your computer or device, including your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns when using our site, and does not identify any individual.

How we use cookies

A cookie is a small file placed on your computer's hard drive. It enables us to identify your computer as you view different pages on our website.

Cookies allow us to store your preferences to present content and functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate the size of our audience and how they use our site.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your search
- To recognise you when you return to our site.

Refusing cookies

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse any cookies being stored on your device. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

5. Our Lawful basis for processing

We will only process personal data when the law allows us to. We may process your data where we are furthering our legitimate aims and have assessed that the processing is not likely to be too intrusive, or to unduly infringe on your rights and freedoms. In legal terms, this is called the “legitimate interests” basis. We have a duty to promote our work with Youth and to responsibly raise funds to further our charitable aims, update our supporters and the general public on our progress, and to operate in an effective way. We always pursue these interests in a respectful manner and with the needs of our supporters as our top priority.

6. Security, retention and storage of personal data

We will always hold your information securely. DOT works globally, which means that if necessary, for our learners, your data may be transferred to and processed by our DOT colleagues operating outside the European Economic Area ("EEA"). We take our responsibility to protect your personal information seriously and will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. DOT HQ is fully compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA), the Canadian law relating to data privacy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site - so any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected. We aim to minimise the amount of personal data we hold, and once it is no longer necessary to store your data, we will delete it.

7. Disclosure of your information

We will never share or sell your data with any third parties for marketing purposes. We may disclose your personal information to third parties if we are working with them to deliver a service you have requested, under a duty to disclose or share your personal data in order to comply with any legal obligation, in order to enforce or apply our terms and conditions and other agreements; or to protect the rights, property, or safety of Digital Horizons or others.

8. Following links to and from our site

Our site may contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

9. Your rights and access to your information

You have a right to object to Digital Horizons processing your personal information (“right to object”) at any time where we rely on our legitimate interests for doing so. You also have the right to ask us not to process your personal data for marketing purposes. We will always try to ensure that the data we hold is up to date, reasonable and not excessive. You also have the right to:

- Request a copy of the information we hold about you (Subject Access Request)
- Update or amend the information we hold about you
- Change your communication preferences at any time
- Ask us to remove your personal information from our records
- Withdraw consent where consent has been given
- Object to the processing of your information for any of the purposes outlined above

If you have any questions about this privacy policy, or would like to receive a copy of the information we hold about you, please contact:
Digital Horizons by email: jmisselbrook@digitalhorizons.org

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There is no charge for this and it would be helpful if you could detail the nature of your request. We will respond within one month of receipt.

11. Updates or changes to our Privacy Policy

We will regularly review and update this Privacy Policy. Each time you visit this site you should review our Privacy Policy to check that no changes have been made to any sections that are important to you. This policy was last reviewed September 2024. Any changes we may make to our privacy policy in the future will be posted on this page.

12. Contact

Questions, comments and requests regarding this privacy policy are welcomed. Please get in touch by contacting: Digital Horizons by email: jmisselbrook@digitalhorizons.org