

# SERIOUS

## Applicant Privacy Notice

Serious is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as an applicant and/or as a participant on one of our projects or schemes. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

### Data controller details

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: Serious, 51 Kingsway Place, Sans Walk, Clerkenwell, London. EC1R 0LU (phone - 020 7324 1880).

### Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the running of the project or scheme in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

### Types of data we process

The types of data we hold about you will include:

- your personal details including your name, address, date of birth, email address, phone numbers
- gender
- whether or not you have a disability or any access requirements
- information included on your CV (if applicable to the application process) including references, education history and employment history

### How we collect your data

We collect data about you in a variety of ways including via an online form which is completed during the application process. Other information may be collected directly from you prior to the start of your participation in one of our schemes, for example medical information and allergies information.

Personal data is kept in secure files within the Company's IT systems.

## **Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

- in order to operate the participation project or scheme effectively and safely
- in order to carry out legally required duties (such as child licensing)
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

## **Special categories**

Special categories include sensitive data such as ethnic origin. We will use your special category data to enable us to monitor how far we are meeting our equal opportunities policy; to determine reasonable adjustments, and to consider any changes that may be needed to our provision and practices. We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when you have given explicit consent to the processing.

As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and consent, once given, may be withdrawn at any time.

## **If you do not provide your data to us**

You are under no obligation to provide us with your data, however we may not be able to process, or continue with (as appropriate), your application for one of our participatory schemes if you do not.

## **Sharing your data**

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to running the scheme or project in which you are participating.

Your data may be shared with third parties where necessary in order to obtain legal documentation such as for child licensing, or with Project Partners involved in the application and project delivery process.

## **Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements.

## **How long we keep your data for**

If you have provided your consent to keep your personal information on file for future schemes or participation opportunities and for us to contact you about these opportunities, we will keep your data for a period of a maximum of 18 months.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use.

### **Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

### **Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use.

### **Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

### **Data Protection Officers**

The members of staff responsible for ensuring data protection obligations are met are Ope Igbinyemi (Finance Director) and Fran Bryant (Head of Operations). If there are any queries please contact [fran.bryant@serious.org.uk](mailto:fran.bryant@serious.org.uk)