

Data notice for course/programme applicants and participants

Data controller: For the purpose of the Data Protection Act 1998 (the Act), the data controller is *Economy* of 13 Fonthill Road, London, N4 3HY, United Kingdom. *Economy* is a charity registered in the UK No. 116604

Data protection contact: Juliet Michaelson, Deputy Chief Executive, juliet.michaelson@ecnmy.org.

As part of any course/programme application process, *Economy* collects and processes personal data relating to applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations – we set out how we do this in this document.

What information do we collect about applicants?

When you apply for one of our courses or programmes, we collect a range of information about you. This includes:

- your name and contact details, including email address and telephone number
- information about your motivation for taking part in the programme/course
- information about your personal characteristics for the purposes of monitoring the diversity of applicants.

How do we collect this information?

We may collect this information in a variety of ways. For example, data might

be contained in application forms, our diversity monitoring form, through interviews or other forms of assessment, including reviews of written work.

How do we store this information?

Data will be stored securely in a range of different places, including in your application record, on programme filing systems, and on other IT systems (including email). Data will be password protected and only available to staff involved in the recruitment process.

Why do we process personal data?

We need to process data in order to:

- determine if you are a good fit for the course or programme
- communicate with you during the delivery of the course or programme
- monitor the diversity of the people we work with.

Economy has a legitimate interest in processing personal data during this process and for keeping records of the process. Processing data from course or programme applicants allows the organisation to manage the application process, assess and confirm applicants' suitability for the course or programme, and decide to whom places on the course or programme will be offered.

We will process special categories of data, such as information about ethnic origin, sexual orientation, religion and disability, to monitor statistics about the diversity of the people we are working with. We will also collect information about whether applicants need any accessibility-related adjustments in order to participate in the course or programme.

We will not use your data for any purpose other than the course or programme for which you have applied.

Who has access to your data?

Your information may be shared internally for the purposes of assessing applications, delivering the course or programme, and monitoring diversity of applicants to or participants of the course or programme. This includes

members of the Operations (HR) team and staff involved in the programme, if access to the data is necessary for the performance of their roles.

Where the course or programme is delivered in collaboration with (an)other organisation(s), the information you provide may be shared with this/these organisation(s). In this case, information about which third party/ies the data is being shared with, will be specified in the application form.

We will not transfer your data outside the European Economic Area unless we are satisfied that adequate protections are in place, for example the EU-US Privacy Shield framework.

How do we protect data?

Economy takes the security of your data seriously. We have controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees, trustees and contractors in the proper performance of their duties. There is restricted access to folders and password protection for data kept in digital format; paper records are stored securely.

For how long does the organisation keep data?

The information you give in this form will be taken into account for the process of reviewing applications. For those people that are accepted on to the course or programme, this information will be used during the delivery of the course or programme and during the follow up period. After the end of the course, we will only keep your name and contact details for another year - deleting the remaining information. If you are not accepted on the programme, we will delete your personal data immediately.

We may keep diversity monitoring information following the course in an anonymised format, but we will delete any identifiers that allow us to trace it to specific individuals.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
 - require the organisation to delete or stop processing your data - for example, where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the data protection contact, whose details are at the beginning of this document.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the application process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Our course and programme application processes are not based solely on automated decision-making.