



Alfie Squires Bursary - Privacy Notice

The BECTU sector of Prospect makes available bursaries towards trade union related education for BECTU members. This notice sets out how we collect, use, protect personal data, and your rights in relation to the data when you make an application to the bursary.

Data Controllers

The data controllers are Prospect, and the Data Protection Compliance Officer can be contacted as follows:

Prospect
New Prospect House
8 Leake St
London
SE1 7NN
email:
Tel: 0207 346 0911
Email: datacompliance@prospect.org.uk

How do we collect your personal data?

The data we hold about you will have been collected from you directly when you complete the application form for the bursary. We will also use data from our membership database.

We may also access your social media sites.

What Information we collect about you.

The following information is required to administer your application or the bursary and is used by the Training Committee to assess your application and to award a payment from the bursary.

Personal Details: Name, date of birth, age.

Contact Details: Email, telephone number.

Education: Details of course/qualification or education applied for. Training provider/educational establishment, course dates.

Financial Details: Proof of course booking, invoices, amount applied for, other grants applied for, details of any previous application to the bursary.

Social Media: Links to profiles on LinkedIn, IMDB, Instagram.

A personal statement about why you are applying to the bursary and how the payment will help your professional development.

Special Category Data

We will also collect special category data about your membership of the union as the bursary is only open to current BECTU members which will include:

Trade Union Membership. Membership Number, branch, join date and offices held.

Disability information if you require any adjustments to achieve the course.

What is our Purpose and Lawful Basis for Processing Your Personal Data.

The lawful basis we rely on to process your personal data is Article 6(1)(f) of UK GDPR **legitimate interest**.

- To process your application to the bursary.
- To make decisions about the award of funding.
- To assess whether courses have been completed.
- To see that feedback is provided on how the applicant will give back to the wider union.

Special Category Data

The additional lawful basis we rely on to process special category data for the purposes below is Article 9 (2)(d) of UK GDPR, which allows us to process special category data carried out in the course of our legitimate trade union activities.

- a) To process personal data about your health to help with adjustments to the application process.
- b) To consider disability barriers to accessing training/education.
- c) To confirm your membership of the union as part of the application process.

Who do we hold personal data about?

Applicants to the bursary

Who might we share your personal data with.

Application forms will be shared with the BECTU Training Committee and the BECTU Sector Executive Committee.

Do we transfer data outside the UK?

Data will not be transferred outside the UK.

How long will we retain personal data?

We keep your personal data for 6 years from the date of application, this covers the period in which an individual can make further applications (every 5 years).

Your rights in relation to your data

Under data protection law you have rights over the personal information we process. The rights available to you depend on our reason for processing your information.

Your right of access (Article 15)

You have the right to request a copy of the personal information that we hold about you. This right always applies to all the personal data we process. There are some exemptions which means you may not always receive all the information we process.

Your right to rectification (Article 16)

You have the right to ask us to rectify information you think is inaccurate, and to complete information you think is incomplete. This right always applies to all the personal data we process.

Your right to erasure (Article 17)

In certain circumstances you can ask for the data we hold about you to be erased from our records. There are also exemptions to this right which means we may not always be able to comply with your request.

Your right to restriction of processing (Article 18)

You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing (Article 21)

You have the right to object to processing of your personal data if it is processed on the grounds of legitimate interest.

Further details about UK GDPR and your rights under UK GDPR can be found on the ICO's website at <https://ico.org.uk/>.

Complaints

If you wish to make a complaint about the way your data has been used or to assert your rights, please contact the Data Protection Compliance Officer on datacompliance@prospect.org.uk

You can also make a complaint to the Information Commissioner's Office; the contact details are:

ICO
Wycliffe House, Water Lane, Wilmslow, SK9 5AF
<https://ico.org.uk/concerns>
Telephone: 0303 123 1113

This notice maybe updated periodically. We will inform members of the changes and the date on which they take effect.