

## **UK GDPR Applicant Privacy Notice**

### **What is the purpose of this document?**

Hull United Charities is a “controller” in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. This notice makes you aware of how and why your personal data will be used, namely for the purposes of applying for assistance to study or applying for a flat at Northumberland Court and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (**UK GDPR**).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **Who is your personal information collected from?**

We collect personal information about candidates from the following sources:

- You, the applicant.
- Referees that you have listed in our application form.

### **The kind of information we hold about you**

In connection with your application, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, address, date of birth, telephone number, personal email address and financial information including benefits and income.
- Next of kin and emergency contact information you have provided on our application form.

- Health and medical information you have provided on our application form.
- Information obtained from sources other than yourself previously referred to in this notice for example referees.

This may involve us collecting, storing and using the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.

### **How we will use information about you**

We will use the personal information we collect about you to:

- Assess your suitability for a flat at Northumberland Court or assistance for education (this will vary depending on the application form you have completed).
- Communicate with you about the application process.
- Keep records related to our application processes.
- Comply with legal or regulatory requirements.

Having received your application form, we will then process that information to decide whether you are eligible for a flat at Northumberland Court or assistance for education, (depending on the application you have submitted).

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully.

### **How we use particularly sensitive personal information**

Where appropriate we will use your particularly sensitive personal information in the following ways:

- We use information about disability to consider whether we need to provide appropriate adjustments when you are a resident at Northumberland Court.

### **Information about criminal convictions**

We do not envisage that we will process information about criminal convictions.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **Data sharing**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the third parties for the purposes of processing and assessing your application and, in the case of applications for assistance to study that are successful, for the purpose of administering your study assistance. For applicants for assistance to study we may need to share your personal data with the relevant educational institution.

Where we need to share your information with third-party service providers and other entities in the HUC group we require them to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, trustees, volunteers and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

### **How long will you use my information for?**

We retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. Subject to the above we will generally retain your personal information for a period of three years after we have communicated to you our decision about whether to grant you assistance to study or a place of residency at Northumberland Court. We retain your personal information for that period so that we can show, in the event of a legal claim, that we

have not discriminated against applicants on prohibited grounds and that we have conducted the allocation of assistance to study and housing residency at Northumberland Court in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or applicable laws and regulations.

If we would like to retain your personal information on file, on the basis that we might be able to consider you for a funding for education or housing that may arise in future, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period for that purpose.

## **Rights of access, rectification, erasure, objection, restriction and data portability**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as making a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request rectification** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our data privacy manager whose contact details are the Chair of Trustees.

### **Questions or complaints**

If you have any questions or concerns about this privacy notice or how we handle your personal information, please contact our data privacy manager who has been appointed to oversee compliance with this privacy notice and whose contact details are The Chair of Trustees.

You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**) who is responsible for data protection issues in the UK and whose contact details are found at [www.ico.org.uk](http://www.ico.org.uk).