Prisoners' Education Trust Trustee Applicant Privacy Notice

As someone applying to become a Trustee at Prisoners' Education Trust (PET), you need to tell us things about yourself. This notice explains what information we need, why, and what we'll do with it. By applying for a job with us you are agreeing to us using your information in the way set out below.

Who we are
PET is the data controller and processor, meaning we are responsible for your data and what happens to it. None of your data will be shared with any third parties except where required by law.

Where the data comes from
All the data we collect will be provided by you, except for any references you give us, which we will collect from the referees if your application progresses to that stage.

Why we need your data
All the data we collect is required to process your application, except for data you choose to provide for our equal opportunities monitoring questions. You are not obliged to complete the equal opportunities questions and not doing so will not affect our decision-making. If you do feel able to answer the questions it will help PET to monitor our application processes to ensure that we treat everyone fairly and promote equality, diversity and inclusion in line with our values.

Which data we use
The sort of information we hold includes your contact details, CV (if requested) and references. The (optional) equal opportunities questions ask for (special category) information about your gender, age, disability, ethnicity, sexual orientation, and religious beliefs. In providing the information we will take it that you are content for us to use it for monitoring whether our job application process treats people fairly in relation to our equal opportunities policy.

What we do with your data
Your application data will be stored securely. Your equal opportunities data will be separated from the rest of your application on receipt and stored separately. Only your answers to the long answer application questions and CV will be used for shortlisting. If you are shortlisted, your data (excluding equal opportunities data) will be reviewed by the interview panel. If your application is successful, this data will be added to your personnel file.

Your equal opportunities data will be handled separately to analyse the protected characteristics of applicants and those shortlisted in order to help ensure that our recruitment processes are inclusive. To that purpose, statistical data from this analysis (presented without any individual's data being identifiable) may be shared more widely with PET management and trustees.

How long we keep your data
If your application is unsuccessful all of your application data will be kept for six months after the application process in line with guidelines from the Information Commissioner's Office (ICO). It will then be destroyed. If your application is successful then your data (not including the equal opportunities data) will be added to your personnel file, where it will be kept until six years after you leave PET.

Your rights
Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data (personal data is any information related to you).

At any point you can request to see the information and have it corrected or deleted, though if you ask us to delete your information we will not be able to process your application. You also have the right to request that we restrict processing. If you have provided consent for the processing of your data you have the right to withdraw that consent at any time (not affecting the lawfulness of the processing before your consent was withdrawn). For this or any other requests email our Data Protection Lead at cassie@prisonerseducation.org.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can contact the Information Commissioner's Office. Their helpline can be contacted on 0303 123 1113, or they can be written to at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Their website is https://ico.org.uk/.

Prisoners' Education Trust, Registered Charity No. 1084718, ICO Registration No. Z5966039