



HELOA PRIVACY NOTICE FOR ROLE APPLICANTS

Purpose of this Privacy Notice

This privacy notice covers personal data and information for individuals applying for elected or appointed roles within HELOA. It outlines how HELOA collects, shares and uses personal data and informs you of your rights with regards to the information we hold.

Data Collection and Privacy Notice

HELOA processes personal data as a “Data Controller” on behalf of their members, partners and speakers, as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”).

This notice relates to information about you, which will be collected by HELOA and processed as described below. This notice may be updated at any time.

Your personal data will be processed in compliance with current data protection legislation including the Data Protection Act 2018, and the General Data Protection Regulation (GDPR), which came into force on 25th May 2018.

Why we collect your data

We collect personal data in order to process your application for an elected or appointed role. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background.

We may contact you with information regarding your application.

If you are successful in your application, we may ask for further information so as to support all individual and organisational requirements, including support or access arrangements.

What we collect

HELOA will collect and process the following data for **elected** roles:

- Name
- Name of institution
- Job title
- Work address
- Work email address
- Work telephone number
- Nomination form details
- Line manager's name, job title and email address

HELOA will collect and process the following data for **appointed** roles:

- Name
- Name of institution
- Job title
- Work address
- Work email address
- Work telephone number
- Home address
- Personal telephone number
- Previous employment details
- Educational achievements
- Covering letter
- Line manager's name, job title and email address

How do we collect your data?

We will receive the data directly from you through your application.

Your rights

Under the current UK data protection legislation, you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed. This legislation provides you with the right of access to your personal

information. Additionally, you have the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances so as to ensure compliance with other legal and statutory obligations, for example where data is processed for research or statistical purposes. Further data about these rights can be found on the [Information Commissioner's Office website](#).

You have the right to know what information HELOA holds about you. To obtain this information from HELOA, you must submit a subject access request in writing. For further details on how to do this, see the [HELOA Subject Access Request Policy](#).

How we process your data

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation such as the HELOA Office Manager, Office Assistant, VC (Governance) and relevant interviewing members of UKC.

HELOA has taken the necessary action to ensure access to data is secure and only available to the appropriate HELOA committee members.

Retention

We will retain application data for 1 year following the election or appointment in order to get in touch with you should the newly elected or appointed member decide to withdraw from the role, to review the application process when required or unless you withdraw consent.

After 1 year, the application details will be deleted from HELOA records.

Changes to the Privacy Notice

We regularly review this policy and will update it if there are changes in how we manage or use your data.