



HELOA PRIVACY NOTICE FOR ROLE APPLICANTS

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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.

What we collect

We collect the following information:

- Name and contact details
- Pronoun preferences (optional)
- Name of institution

- Job title
- Work address
- Work email address
- Work telephone number
- Information about support requirements (only if required for the purposes of the interview))

In addition to the above, HELOA will also collect and process the following data for:

Elected roles:

- Nomination form details
- Line manager's name, job title and email address

Appointed roles:

- 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.

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.

How we use your data

We collect personal data in order to keep in touch with you and process your application for a HELOA role. We do not, for this purpose collect any special categories of data relating, for

example, to disability or ethnic background. Only if you require additional support to undertake the application process or the role, we may ask for special category data to support all individual requirements, including health information such as allergies, disabilities, health requirements and dietary requirements.

The information you provide may be used by HELOA to contact you with regards to, your application, the application process and interview details. 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.

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation and some external processors.

- For nationally elected roles, the details supplied on the nomination form will be shared with full members with identifying personal data removed. For group elected roles, the details supplied on the nomination form will be shared with the respective group's full members with identifying personal data removed
- For appointed manager roles, the application will be shared with the relevant UK Vice-Chair and the interviewing panel. Following the conclusion of the interview process, panel members will delete all application data. The UK Vice-Chair (Governance and Policy) will retain the information for the duration of the applicable data retention period, in accordance with the organisation's data protection policy.

HELOA has taken the necessary action to ensure access to this data is secure and only available to the appropriate committee members and processors. A full list of the reasons for using your personal information is given in **Table 1** and shows the legal basis that we use for processing your information.

Who we share your information with

- HELOA Committee members - on a need to know basis in relation to your application and interview
- Edge Hill University - storage drive and emails
- Google - storage and communications regarding application

A full list of the different organisations that HELOA may share your data with is given in **Table 2**.

Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please use the links in Table 3 or contact us using the contact information provided. See **Table 3** for full details.

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](#).

HELOA contact details

HELOA Office, Edge Hill University,
St Helens Road,
Ormskirk,
Lancashire,
L39 4QP

Email: office@heloac.ac.uk

Telephone: 01695 654 392

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details above. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: [ICO website - Make a complaint](#)

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.

Table 1 - How HELOA may use your information

Purpose	Legal Basis
<p>Elections, recruitment & selection</p> <ul style="list-style-type: none"> ● Process nominations and elections ● Process appointed officer applications ● Collect pre-application approval from line-managers ● Provide applicant details to interview panels ● Contact applicants regarding the status of their application ● Onboarding and induction ● Administer newly elected and appointed committee members 	<p>Consent Contract Legitimate interest</p>
<p>Member communications - HELOA may use your personal data to contact you in regards to:</p> <p>1. Governance</p> <ul style="list-style-type: none"> ● HELOA vacancies, role descriptors and the election and appointed processes ● Voting opportunities and process ● Success of application 	<p>Consent Legitimate interest</p>

Table 2 - List of organisations that HELOA may share your data with

Organisation/ Group	Purpose of the sharing the Information	Legal Basis
Dynamics	Membership database - storage of membership details	Consent Contract
Edge Hill University Document Store	Downloading of contact details and documents for editing and printing purposes.	Consent Contract
Google Drive	Storage of application details, interview tasks and notes	Consent Contract
Google Gmail	Communications with applicants	Consent Contract Legitimate interest
Zoom	Online interviews	Consent Legitimate interest

Table 3 - Sharing information outside the UK

Organisation	Category of recipient	Country personal data is sent to	How the transfer complies with UK data protection law
Google	Email communications, data collection & storage Youtube - video content	USA	The country or sector has a UK data bridge (also known as Adequacy Regulations)

			and Standard Contractual Clauses
Zoom	Video meeting platform	USA	Addendum to the EU Standard Contractual Clauses (SCCs)

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