

The Brilliant Club

Fair Collection Notice

Applicants to The Brilliant Club



<p>Who is collecting your personal data?</p>	<p>Your personal data is being collected by The Brilliant Club. The Brilliant Club is a charity registered with the Charity Commission in England and Wales under registration number 1147771, and with the Office of the Scottish Charity Regulator with registration number SC048774. Our head office is at 17th Floor, Millbank Tower, 21-24 Millbank, SW1P 4QP.</p> <p>Our data protection officer is Siobhan Haire, who can be contacted using data@thebrilliantclub.org.</p> <p>This document aims to give you all necessary information about how we will use the personal data you are giving to us, you can find out more about our general approach to data and privacy here: https://thebrilliantclub.org/privacy-policy/</p> <p>You have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at https://ico.org.uk/concerns/ or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.</p>
<p>What sort of information will we be collecting?</p>	<p>We will be collecting the following data:</p> <p>Personal data: name; university; educational qualifications; whether you attended a UK-based secondary school and if so, whether it was a non-selective state school or not; your parental history of higher education; your contact details.</p> <p>Sensitive personal data (special categories of data): ethnicity and race; gender identity; age; marital status; sexual orientation; disabilities; religion.</p>
<p>Why are we collecting your personal data and what do we intend to do with it?</p>	<p>We collect contact details in order to process your application for a role at The Brilliant Club.</p> <p>If your application is successful and you receive an offer of employment, we'll also collect and process:</p> <ul style="list-style-type: none">• your payment and address details in order to be able to pay you;• details of your referees; and• details of your right to work in the UK <p>All of this information is processed in order to enter into and administer a contract with you.</p> <p>Before you begin employment with us, we will process certain personal data about you, including verifying your identity, in order to process a DBS check to comply with our legal and child safeguarding requirements.</p> <p>We collect certain demographic data about all applicants, namely ethnicity, gender identity; age; marital status; sexual orientation; disabilities and religion, in order to determine whether our attraction, assessment and selection processes are fit for purpose and free of bias. You are not required to provide this information, as there is always a "prefer not to say" option, however if you do provide this data, we will hold it on the basis of legitimate interests and we are not required to delete it if you request this.</p> <p>This data, once collected, will only be visible to our internal HR and research teams, and will not be available on an individual basis to the team members who assess your application to work for The Brilliant Club.</p>

What is our legal basis for collecting your personal data?	Legitimate Interests (all special category data and educational background) Contract administration / entry into a contract (all other personal data collected)
Is this data collection part of a statutory or contractual obligation?	No
How long will we store your personal data for?	<p>If your application is successful, we will hold this personal and sensitive personal data for as long as you remain an employee of The Brilliant Club, and will retain certain personal data thereafter in order to comply with legal and financial requirements for up to 7 years. We will anonymise or fully delete your personal data within 7 years from the final date of your employment at The Brilliant Club.</p> <p>If your application is unsuccessful, we will retain your application in full for two years, and will then begin to delete personal data as it becomes irrelevant. We will anonymise or fully delete your personal data within 7 years.</p>
Who will we share the personal data you give us with?	We will not share your personal data with any third party.
Will we transfer your personal data outside of the EEA?	No.
Will any automated decision-making be made using my personal data?	All decisions made on the basis of the personal data that you supply us with will be made by people.
What rights do I have over my data?	<p>You have the following data rights:</p> <ul style="list-style-type: none"> • The right to be informed about the personal data The Brilliant Club processes on you; • The right of access to the personal data the charity processes on you; • The right to rectification of your personal data; • The right to erasure of your personal data in certain circumstances; • The right to restrict processing of your personal data; • The right to data portability in certain circumstances; • The right to object to the processing of your personal data that was based on a public or legitimate interest; • The right not to be subjected to automated decision making and profiling; and • The right to withdraw consent at any time. <p>Where The Brilliant Club processes your personal / special categories of data on the basis of consent you have the right to withdraw that consent at any time by contacting the charity's Data Protection Officer, Siobhan Haire via email to data@thebrilliantclub.org. Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.</p> <p>There may be circumstances where The Brilliant Club will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.</p> <p>If you believe that any of your data that the charity processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary. You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.</p>