

# PRIVACY NOTICE

## 1. Who we are

The Engineering Council is the UK regulatory body for the engineering profession. The Engineering Council is a registered charity, number 286142, whose registered office is 10 Lower Thames Street, London, EC3R 6EN.

### 1.1 Contact details

The person responsible for data protection matters at the Engineering Council can be contacted:

- By email [dpo@engc.org.uk](mailto:dpo@engc.org.uk)
- by post to the above address
- or by telephone: 020 3206 0500

## 2. Personal Data

### 2.1 What is personal data?

Personal data is any information that can be used to identify an individual.

### 2.2 What personal data do we collect?

The Engineering Council collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews you may have; and
- information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in CVs or covering letters (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

### 2.3 What we use your personal data for?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom we make an offer of employment. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we may need to process data to ensure that we are complying with our legal obligations, such as checks on whether a successful applicant is eligible to work in the UK before employment starts.

We will not use your data for any purpose other than the recruitment process of which you are a part.

#### **2.4 What is the basis for processing your data?**

The Engineering Council collects and process your data for a number of purposes and where we have a legal basis to do so. Engineering Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

#### **2.5 Special or sensitive data**

The Engineering Council does not collect or process special categories of personal data or sensitive data such as race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, etc.

#### **4. Sharing your data**

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made, then we will ask you to provide us with suitable referees who we will share your data with in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

The Engineering Council will not pass on your personal information to any other organisation.

#### **5. Retention**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for six months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

#### **6. Your rights as a data subject**

At any point while we are in possession of, or processing your personal data, you, the data subject, have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.

- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you have the right to be object to the legal effects of automated processing or profiling.
- **Right to judicial review** - in the event that the Engineering Council refuses your request under rights of access, we will provide you with the reason why. You have the right to complain.

If we receive a request from you to exercise any of the above rights we will forward them on, as appropriate, to any third party involved (as stated in section 4 above) in the processing of your personal data.

### 7. Subject Access Request

A Subject Access Request form and copy of the procedure can be requested by emailing the Engineering Council’s Data Protection Representative, [dpo@engc.org.uk](mailto:dpo@engc.org.uk)

Subject access requests will be forwarded on, as appropriate, to any third party involved (as stated in 4 above) in the processing of your personal data.

### 8. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by the Engineering Council (or third parties as described in 4 above), you have the right to lodge a complaint;

- directly with the Engineering Council data protection representative; and/or
- the Information Commissioner’s Office

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data protection representative contact details</b>
Contact Name:	Information Commissioner's Office	Engineering Council
Address	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	10 Lower Thames Street London EC3R 6EN
Telephone:	0303 123 1113	020 3206 0500
Email:	<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>	<a href="mailto:dpo@engc.org.uk">dpo@engc.org.uk</a>

**9. Data Security:**

The Engineering Council takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

**10. Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.