

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
- post (to the above address)
- 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 personal data that the Engineering Council collects and processes on you is:

Personal data type supplied by you:	Personal data supplied by someone else:
name, address and contact details, including email address and telephone number	References or substantiating evidence pertaining to employment history, qualifications and / or experience.
details of qualifications, skills, experience and employment history	
Information taken during interviews	
information about your entitlement to work in the UK	
Information supplied in CVs or covering letters	

Please note we generally do not accept unsolicited applications, which will normally be deleted / destroyed on receipt. If we consider an unsolicited application, any personal data contained therein will be treated similarly to a solicited application as described within this Privacy Notice.

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.

2.4 What the lawful basis is for processing your data

Our basis for processing your personal data is legitimate interest.

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. specifically as part of the recruitment process.

3. Consent

There is no requirement for your consent to process your personal data as specified in this Notice unless it is outside the basis of legitimate interest.

4. Sharing your data

The Engineering Council will not pass on your personal data to any other organisation as part of the recruitment process. Your data may be shared with the Engineering Council as part of the application process (e.g., by recruitment agencies) on the basis of legitimate interest.

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 up to one year. 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, which will supersede this Notice.

6. Your data protection rights

Under data protection law, you have rights including:

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

- **Right to data portability** – you have the right to have the personal data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing of your personal data 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.

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 listed 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 dpo@engc.org.uk

Subject access requests may be forwarded on, where appropriate, to any third party involved (as stated above, where applicable) 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 listed above), you have the right to lodge a complaint;

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

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Lead contact details
Contact Name:	Information Commissioner's Office	Data Protection Representative
Address line 1:	Wycliffe House	Engineering Council
Address line 2:	Water Lane	10 Lower Thames Street
Address line 3:	Wilmslow	London
Address line 4:	Cheshire	
Address line 5:	SK9 5AF	EC3R 6EN
Email:	casework@ico.org.uk	dpo@engc.org.uk
Telephone:	0303 123 1113	020 3206 0500

9. Data Security:

All data held or processed by the Engineering Council is held in a secure server managed by the Engineering Council.

10. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will notify you if there is a substantial change in the way we process your data. We may also notify you in other ways from time to time about the processing of your personal data.