

Windsor Fellowship - Privacy Statement

It is important that you read this Privacy Statement so that you are aware of how and why we collect and use your personal data. The Privacy Statement describes how we collect and use personal data about you through the Windsor Fellowship website and when you otherwise communicate with us during and after your relationship with us, in accordance with data protection law; the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

We respect your right to privacy. Data Protection legislation requires us to follow security procedures regarding the collection, storage and disclosure of personal data in order to avoid unauthorised loss or access. As such we ensure both we and our third-party service providers have implemented industry-standard security systems and procedures to protect information from unauthorised disclosure, misuse or destruction. We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

1) Contact details

Windsor Fellowship, CAN Mezzanine, 49-51 East Road, Hackney London N1 6AH

E: office@windsor-fellowship.org

T: 020 7250 8444

If you make a request, we have one month (30 days) to respond to you. You will not be charged for data subject access requests (except where the request might be excessive or unreasonable). If you would like to exercise any of these rights, please contact:

Data Protection Officer Karlene Mahoney

Email: Karlene Mahoney at MahoneyK@windsor-fellowship.org

Telephone: 020 7250 8445

Mobile: 07305 100731

Post: Windsor Fellowship, Data Protection Officer, CAN Mezzanine
49-51 East Road London N1 6AH

If you raise a concern with the WF about the way it has handled your personal data and you are dissatisfied with the WF's response, you are entitled to raise a concern with the Information Commissioner's Office (ICO) at: <https://ico.org.uk/concerns/>.

2) The lawful bases for collecting and using your data

The lawful bases for collecting and using data will be details in the specific Programme Privacy Notice

3) Roles explained

- The controllers, determine how personal data is processed.
- The processors, Wufoo.com and the Social Media Background Check organisation, will process personal data on behalf of the Windsor Fellowship.
- The Data Subject is you, whose personal data are collected and processed.
- Windsor Fellowship are the controller of the response data Wufoo collects.
- Wufoo.com is a controller of very limited data about respondents—they use an IP address for specific purposes such as to maintain and improve the services in accordance with the online application profile provided by the Windsor Fellowship, the Account holder. Details about how Wufoo.com process your data can be found [here](#).

4) What data do we collect?

Personal data, or personal information, means any information about a living individual from which that person can be identified. In order to communicate with you, to provide you with services or information, we may collect, use, store and transfer different kinds of personal data about you. This is known as processing.

- All personal identification information (such as, name, home address, email address and telephone numbers, etc.) you provide by submitting your information via an application form, questionnaire or registration to a third-party service provider/processor.
- Special Category Data and Monitoring Information (such as, ethnicity, race, religion, sexual orientation) that you provide by submitting your information via an online form.
- Device and browser data i.e. your IP address, operating system and browser type (used by Wufoo.com).
- Financial data: banking details
- Application data.
- Profile information.
- Proof of identity, right to work in the UK
- Referees' name, email address and phone number
- Information required for security clearance checks
- Conviction declaration
- Social media background checks

In some cases, you may choose to provide unsolicited personal information (information we have not asked for). Where this is the case, this personal data will be handled with the same care as any other personal data we process and in accordance with data protection legislation as laid out in this notice.

5) How we collect and use your personal data?

Indirect Data Collection

Windsor Fellowship uses the third-party processing services of Wufoo.com for the purpose of the online application form, special category data and monitoring form and the Social Media Background Check. You indirectly provide Windsor Fellowship with most of the personal data we will collect.

- You will be asked to provide us with your personal data, using our forms via Wufoo.com.
- You will be asked to provide us with your Special Category data and Monitoring Information (ethnicity, race, religion, sexual orientation)
- You may be asked to provide information to inform Social Media background checks and Security Clearance.

Indirect Data Collection - Wufoo.com

- Wufoo.com collects information from the device and application you use to access their services. Device data means your IP address, operating system version, device type, device ID/MAC address, system and performance information, and browser type. If you are on a mobile device, we also collect the UUID for that device.
- Wufoo will store the questions and responses for the application data, special category and monitoring data and any other requested documents/forms and provide Windsor Fellowship with analysis tools to use with respect to this data.

Direct Data Collection – Windsor Fellowship

You can be asked to provide Windsor Fellowship with documents to verify your identity, your education, including educational examinations results, and right to work in the U.K.

6) Who will we share your personal data with?

a) **Any sharing agreement will be detailed in the specific Programme Privacy Notice.**

b) Third Party Service Providers – Processors and Service Providers

Windsor Fellowship require all third-party service providers/processors to respect the confidentiality and security of your personal data and to treat it in accordance with the data

protection legislation. Third-party processors will not use your personal data for their own purposes except for the specified purposes detailed above, such as your IP address.

Windsor Fellowship use third party processors to deliver some services, such as externally hosted software or cloud providers, and those providers may involve transfers of personal data outside of the EU. We only allow this where safeguards are in place and we are assured of the security of the data. We have put in place technical and organisational security measures to minimise the possibility of the loss or unauthorised access of your personal data.

c) Law enforcement or other government and regulatory agencies

We may be required by law to disclose certain information to the police or other relevant authorities in certain circumstances e.g. for investigations or where you or someone else is at serious risk of harm.

7) How long will we retain and store your personal data and information?

We will only retain your personal data for as long as necessary for the purposes we collected it for, including the purposes of satisfying any legal, accounting, or reporting requirements.

8) Your Data Protection Rights and More Information

Windsor Fellowship are required to respond to requests from data subjects who ask to exercise their rights. Under Data Protection, you are entitled to exercise the following rights:

- **Right of Access:** You have the right to find out what kind of personal data is held about you and request access to this information together with other details about the processing.
- **Right of Rectification:** You can request that the controller corrects any personal data you believe is inaccurate. You also have the right to request that any incomplete information be completed.
- **Right to Data Portability:** You have the right to request the transfer your personal data to another organisation, or directly to you, under certain conditions.
- **Right to Restrict Processing:** You have the right to request that processing of your personal data is restricted, under certain conditions, including if you believe that the personal data about you is incorrect or the use is unlawful.
- **Right to Object:** You have the right to object to the processing your personal data, under certain conditions, including where a party is processing it on legitimate interest basis, and object to having your personal data deleted.
- **Right to Erasure:** You have the right to request your personal data is erased, under certain conditions.

- **Right to be informed:** You have to know what data of your is being collected, how it is being used, how long it will be kept and whether it will be shared with any third parties
- **Rights related to automated decision making, including profiling:** You have the right to ask to be provided with a copy of the automated processing activities if you believe the data is being processed unlawfully.

If you have any questions about how Windsor Fellowship processes your personal data, more about your rights, or you are unhappy with the processing of your personal data, please contact the Data Protection Officer, (MahoneyK@windsor-fellowship.org)