# Work Experience Applicant Privacy Notice

**Data Controller:  Onebright Limited, First Floor West Wing, Holgate Park Drive, York, United Kingdom, YO26 4GN**

This privacy notice explains what personal data Onebright collects and processes from work experience applicants. The “Onebright Group” includes Onebright Bidco Limited (company number 11791999), Onebright Limited (company number 09507950), Onebright Efficacy Limited (company number 06245547), Moving Minds Psychological Management and Rehabilitation Limited (company number 4353657), Onebright Training Limited (company number 7037705), Expert Psychological Reports Limited (company number 8073738) and Onebright Psychiatric Services Limited (company number 14014785);  all with registered offices at First Floor, West Wing, Holgate Park Drive, York, United Kingdom, YO26 4GN. References to the “organisation” in this privacy notice means one or more of the Onebright Group. It also describes how we use that data and explains your rights concerning your personal data and how to contact us or a relevant regulator if you have a complaint about how we process and use the personal data we collect about you.

Where we collect, use and are responsible for certain personal data about you, we are subject to the UK General Data Protection Regulation (“**UK GDPR**”).

This privacy notice is divided into the following sections:

* Information we collect about you
* How and why we use your personal information
* Who we share your personal information with
* Data security and protection
* Retention of your personal information
* Your privacy rights
* Automated Decision Making
* How to complain
* Changes to this privacy notice

# Information we collect

In connection with your application for work experience with us, the organisation processes a range of information about you. This includes:

* your name, title, address, gender, date of birth and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* details of any reasonable adjustments you inform us of that we should consider as part of the application process.

Onebright Limited may process this information in a variety of ways from you. For example, data might be collected through application forms, CVs, resumes or interviews.

# How and why we use your personal information

Processing data that you share with us allows us to manage the application process, decide who to offer work experience placements to and communicate with candidates about the process.

In line with the GDPR, we are required to process your data on a defined legal basis. We rely on the legal basis of consent (Article 6(1)(a) to process your data for this purpose.

Sometimes, we might have to collect data relating to our obligations under employment and equalities legislation which could include health data relating to disability or ways of making it easier for you to work with us, or we may need to collect information relating to race or gender. GDPR only allows us to do this from a specific list of exceptions. For this purpose we would rely on the exception that it is processed in line with employment, social security and social protection law (such as the Equality Act 2010).

If you wish to stop us processing your data for this purpose (for example if you no longer wish to continue your application for our work experience programme), you can simply email dpo@onebright.com and we will stop processing your application. We will retain your data in line with our retention policies as described below.

# Who we share your personal information with

Your information may be shared internally for the purposes of managing the work experience applicant process. This includes members of the HR and recruitment team, the legal team and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, other than Microsoft who administer our email systems.

The organisation will not transfer your data outside the UK and the European Economic Area.

# Data security and protection

The organisation 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 employees in the proper performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

# Retention of your personal information

If your application is unsuccessful, the organisation will hold your data for 60 days.

If your application is successful, personal data gathered during the process will be retained until your work experience commences.

# Your privacy rights

If you are in the EEA or the United Kingdom you have certain privacy rights and protections under the EU GDPR or the UK GDPR. These are the following:

* Rectify inaccurate or outdated information
* Request to move your data (data portability)
* Object to data processing
* Withdraw your data consent at any time
* Be forgotten
* Ask for a copy of your data via a Subject Access Request (SAR)
* Lodge a complaint with the UK’s Information Commissioner’s Office (ICO) or other relevant supervisory authority

If you think that there are any inaccuracies in your data then let us know and we will amend your records.

If you’d like to remove the data that you have supplied to us then you can do so by contacting DPO@onebright.com and we’ll delete your records for you.

For further information on each of those rights and who to contact in regards to the contents in this privacy notice, please refer to our full privacy policy on our website; www.onebright.com.

# Automated decision-making

No work experience applicant processes will be based on automated decision-making.

# **How to complain**

Please contact us if you have any queries or concerns about our use of your personal information (see below ‘How to contact us’). We hope we will be able to resolve any issues you may have.

You also have the right to lodge a complaint with:

* the Information Commissioner in the UK, and
* a relevant data protection supervisory authority in the EEA state of your habitual residence, place of work or of an alleged infringement of data protection laws in the EEA

The UK’s Information Commissioner may be contacted at [https://ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/) or by telephone: 0303 123 1113.

For a list of EEA data protection supervisory authorities and their contact details see https://edpb.europa.eu/about-edpb/about-edpb/members\_en

# **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time.

Date: 22th July 2024