

Privacy notice for the Department of Physics Work Experience Scheme

About this Notice

This is a condensed version of the University of Warwick (UoW)'s privacy statement intended to be used for the Physics Department Work Experience Scheme only. The full University Third Party and Visitors to Site Privacy Statement can be found [here](#).

The purpose of this notice is to explain how the Physics Department will collect, store and use (process) your personal data, what rights you have in relation to that data and to provide transparency about the data collected about you.

The personal data we collect and use

The following are examples of personal data which may be collected, stored and used:

- Name
- Address
- Telephone number
- Date of Birth
- Name of parent/guardian
- Emergency contacts
- Email address
- Name of school
- Special category data: gender, health conditions, disability

How the University of Warwick obtains your personal data

We may collect your data in a number of ways, for example:

- From any information provided to us by yourself when making enquiries before and after application
- From the covering letter and CV you provide when applying for the Work Experience Scheme.
- Through communication to or from you or your parent/guardian by telephone, email, or via the website. For example, when you call to make enquiries about work experience or when you are raising concerns.

Purpose and associated lawful basis

The personal data that we collect will only be used where it is necessary and there is a legal basis for us to process that information. Generally this means that we use your personal data in the administration of your application for the Work Experience Scheme and to provide you with information. We do this only with your consent.

Your personal data will be processed by the UoW for the purposes detailed below.

- Lawful basis for processing your personal data under the GDPR and DPA 2018

Personal data

Personal data will only be processed when the law permits this to happen. Most commonly personal data will be processed in the following circumstances:

- Where you have given us your consent.
- In order to fulfil UoW's obligations to you as part of the Work Experience Scheme.
- Where UoW needs to comply with a legal obligation.
- Where it is necessary for UoW's legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- To protect the vital interests of the data subject or of another person (for example, in the case of a medical emergency).
- In order to perform a task carried out in the public interest.

Details of how the University of Warwick applies these can be found below.

Special Category data

During the application process we may collect and process special category personal data. We may also collect special category personal data from you when you are completing the application process. We may only process special category personal data in the following circumstances where, in addition to a lawful basis for processing, there exists one of the following grounds:

- Vital interests - The processing is necessary in order to protect the vital interests of the individual or of another natural person where the data subject is physically or legally incapable of giving consent. This is typically limited to processing needed for medical emergencies.
- Legal claims - The processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- Healthcare - The processing is necessary for healthcare purposes and is subject to suitable safeguards.
- Public health - The processing is necessary for public health purposes and is based on Union or Member State law.

UoW will only use personal data for the purposes for which it was collected unless it is considered reasonable that it is needed for another purpose and the reason is compatible with the original purpose. If the University needs to use your personal data for an unrelated purpose, it will notify you and will explain the legal basis that permits it to do so. The University may process your personal data without your knowledge or consent, in compliance with this policy and procedure, where this is permitted by law.

Retention of your personal data

The GDPR and DPA 2018 requires that personal data should be kept for no longer than is necessary for the purposes for which the personal data are processed (except in certain specific and limited instances).

Your data will be retained until the Work Experience Scheme has concluded for the academic year.

Data Sharing

Such personal data will be the minimum required for the purpose, only sent when necessary, justifiable and where we have the appropriate legal basis to do so. Examples of times your data may be shared would include the following:

- Where information is required to gain access to the University IT System.

Keeping your personal data secure

The UoW keeps your personal data secure at all times using both physical and technical measures.

Where appropriate, we also take measures such as anonymisation to ensure data cannot be used to identify you and/or encryption to ensure that the data cannot be accessed without the right security accesses and codes.

UoW also ensures that we have appropriate processes in place to test the effectiveness of our security measures.

Changes to this Privacy Notice

The University of Warwick Privacy Notice last updated in November 2018.