

# Privacy notice for the Department of Physics Work Experience Scheme at the University of Warwick

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## About this Notice

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

The purpose of this privacy notice is to inform you how we use and look after your personal data and also inform you of your privacy rights.

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data and on how to contact us and supervisory authorities in the event that you have a query or complaint.

The purpose of this notice is to promote transparency in the use of personal data, and to outline how we collect and use personal data during and after your relationship with us, in accordance with the [General Data Protection Regulation 2016 \("GDPR"\) and the Data Protection Act 2018 \("DPA 2018"\)](#).

University of Warwick is the data controller under the GDPR and DPA 2018 and we will process your personal data in accordance with this legislation at all times. You, as a 'data subject', therefore have specific rights to the data that we hold, collect and process.

If you would like this notice in another format (for example: audio, large print, braille), please contact us.

### [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 and contact details of parent/guardian

Emergency contacts

- Email address
- Name of school
- CV containing personal data
- Special category data: gender, health conditions, disability (see "Special Category Data" below)

## 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 information you provide when applying for the Work Experience Scheme through our online form (including covering letter and CV).
- 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, which is sought through the online application form.

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

| Purpose  | Lawful Basis under GDPR and DPA 2018 |
|--|--------------------------------------|
| Managing our relationship with you in relation to your work experience within the Department of Physics at the University of Warwick, to process your application for work experience.                 | Legitimate Interest and consent      |
| Complying with health and safety legislation, and safeguarding issues.   | Compliance with a legal obligation   |
| Consideration for individual and their property and the protection of UoW's assets including the use of CCTV throughout internal and external buildings within the remit of the University of Warwick. | Legitimate Interest                  |

### Special Category data

Special Category personal data is any identifying information including but not limited to the following:

Racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may collect, store and use the following types of special category personal data:

- Information about your health, including any medical condition, gender and disability information.

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.

## 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:

| Organisation                | Purpose  |
|-----------------------------|--|
| IT providers                | To support operations and decisions made within organizations as well as helping with data storage and facilitating management |
| Health & Safety Executive   | To report accidents  |
| National Health Service     | To contact NHS where assistance is required regarding your health in an emergency  |
| Public Liability Insurers   | To report of accidents   |
| Nominated Emergency Contact | To contact in an emergency situation.  |
| Education Institution       | To inform or advise education institution in the event of an incident, investigation and outcome where appropriate.            |

## 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.

## How to contact us

Our Data Protection Officer (DPO) can resolve any query, concern or complaint you raise about our use of your personal data. The DPO's contact details can be found on the full University Third Party and Visitors to Site Privacy Statement [here](#).

## Changes to this Privacy Notice

This Privacy Notice was last updated in December 2019.