

Parkinson's UK Privacy Statement

The following explains how we Parkinson's UK (**The Data Controller**) intend to use the information you provide in your application, our reasons for requesting it, who will have access to it and your rights, For any additional information you require, please refer to our full privacy policy - <https://www.parkinsons.org.uk/about-us/privacy-policy-30-January-2019>

What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes and by default will be anonymised
- Answers to application questions
- Any other information you wish to provide in support of your application

We are using Contract as our legal basis for processing, which means we can use your details and information so that we may assess your suitability for employment with us, as well as carry out our statistical analysis of recruitment.

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. Visitors who choose to register may access their profile, correct and update their

details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to network and the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.