



Privacy Notice

MENTORING THE FUTURE MENTORING PROGRAMME

This notice tells you about how we collect, use and store your personal information when you sign up to take part in Prospect BECTU sector mentoring scheme.

Scope

All members personal data is collected in line with the requirements of the GDPR and the Data Protection Act 2018.

Responsibilities

The Training Department is responsible for ensuring that this notice is made available to mentors and mentees prior to Prospect collecting/processing their personal data.

All staff of Prospect who interact with data subjects are responsible for ensuring that this notice is drawn to mentors and mentees attention and their consent to the processing of their data is secured.

Privacy Notice

BECTU is a sector of Prospect, and provides the mentoring scheme for members. In accordance with guidance issued by the Information Commissioner's Office (ICO), Prospect is a "data controller" for the purposes of your personal data. Prospect's main privacy policy can be found at www.prospect.org.uk/privacy. Prospect is committed to protecting your privacy and complying with our obligations under the GDPR and Data Protection Act 2018.

The data that you have provided is to fulfil our contractual obligations under the mentoring scheme, and the processing of the data supplied by you is necessary for the performance of the contract to which you have entered into with Prospect/BECTU.

The personal data we would like to collect from you are:

- Name
- Contact Details
- Email
- Union membership number
- Qualifications
- Employment status

The personal data we collect will be used for the following purposes:

- The administration of the mentoring scheme; including the selection process
- To contact you regarding any matter arising from the scheme

Version 1 – 9/7/2018

Latest revision of this document: <https://library.prospect.org.uk/id/2019/01970>

This revision: <https://library.prospect.org.uk/id/2019/01970/2023-03-21>

- To contact applicants with further information about events

The special categories of personal data we collect are:

- Race
- Ethnicity
- Sexuality
- Disability
- Trade union membership

We will use this data to fulfil our contractual obligations, and the processing of the data supplied by you is necessary for the performance of the contract to which you have entered into with Prospect/BECTU.

Third Party Disclosure

Information will only be shared with the mentors taking part in the scheme.

Consent

By providing Prospect with the information outlined in this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for Prospect to process both types of personal data, but it must be explicitly given. Where we are asking for sensitive personal data we will always tell you why and how this information will be used.

You may ask for your details to be amended by contacting Kate Antoniou.

You may withdraw your consent at any time by contacting our Data Protection Compliance Officer.

Retention Period

Your data will be retained for the following periods:

Prospect will retain specific data for 10 years following the end of the mentoring placement.

Unsuccessful applications data will be kept for 10 years with their consent

(This is to fulfil our contractual obligations for data retention from our funders)

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Prospect refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain, see below.

All of the above requests will be forwarded on should there be a third party involved (as stated above) in the processing of your personal data.

Complaints

If you have any questions or concerns about the information in this policy please contact the training department. However, if you wish to make a complaint about Prospect's collection or use of data, you can do so via email direct to the Data Protection Compliance Officer as published on the Prospect website

In the event that you wish to make a complaint about how your personal data is being processed by Prospect (or by third parties) or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority, the ICO and Prospect's Data Protection Compliance Officer.

Information Commissioner's Office (ICO)

- Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113

Our Data Protection Compliance Officer can be contacted directly

- Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
- Email: datacompliance@prospect.org.uk
- Phone: 0207346 0911