SRA North Job Shadowing Pilot

Privacy Notice

The Social Research Association (SRA) North job shadowing scheme is being administered by the SRA North Group. To administer the SRA North job shadowing scheme we will collect basic personal information from applicants.

The information is submitted by applicants on the SRA North job shadowing application form. The forms are stored securely. The information collected includes: name, title, email address, current job, work status, location and travel availability.

We need this data to match applicants to suitable job shadowing opportunities. Information collected on the SRA North job shadowing application form will only be used for the purposes of administering the SRA North job shadowing scheme. We will delete personal information at the end of the pilot (expected January 2019), unless applicants confirm that they wish their details to be added to a waitlist for future SRA North job shadowing opportunities.

If at any point you believe the information the SRA processes on you is incorrect, you can either request to see the information or have it corrected or deleted at any time by emailing the SRA North Group (sranorth@gmail.com).

If you are not satisfied with the SRA North group’s response, or believe we are processing your personal data not in accordance with the law you can make a complaint to the Information Commissioner’s Office <https://ico.org.uk/concerns/handling/>.

Data Protection

* 1. We will store and process all data in line with GDPR.
	2. Data you share with SRA North Group will be treated confidentially and with respect. For people undertaking a job shadowing placement the data will only be disclosed to the external organisation you plan to visit as part of the job shadowing scheme. For organisations offering a placement the data will only be shared with the participant you are matched with. Data will only be shared once both parties have consented to the placement match.
	3. We will only collect and store data which is needed to facilitate the job shadowing placement arranging, which will include: name, current job/work status, contact details, location and travel availability.
	4. Your application data will be retained until the end of the pilot (expected January 2019).
	5. We will not collect any sensitive personal data from participants. No sensitive personal data will be shared with the 'shadowing' organisation without your explicit permission. We are defining 'sensitive data' as your ethnicity, sexual orientation, disability, political beliefs, trade union membership, religious belief and physical or mental health.