College Bursary Scheme 2020

Privacy Notice

Your privacy is important to us. This Privacy Notice explains what personal data the College of Policing bursary scheme (referred to as ‘the bursary’ from now on) will collect from you and how we intend to process it. For the purposes of data protection legislation, processing applies to any activity involving use of personal data for example, collecting, storing, sharing, and destroying.

The categories of this information that we collect, process and hold include:

- personal information (such as name, collar number and email address)
- special categories / sensitive information (such as ethnicity and gender)

Why we collect and use this information

We use applicants’ personal data to:

- enable us to assess candidates’ applications and administer the bursary;
- derive statistics and assess performance of the bursary to ensure equal opportunities and accessibility for all (using anonymised data);
- enable us to promote the bursary to police officers and staff internally within forces (for example via force communications), within the College of Policing (for example via presentations) and externally (for example via the College of Policing website(s)) (personal data is only used in this way with explicit consent from the applicant); and
- occasionally promote evidence-based policing (EBP) related information and opportunities, such as research conferences and networking events, to police officers and staff.

The lawful basis on which we use this information

As a public body, we collect and use this information in order to carry out a task that is in the public interest. We provide officers and staff the opportunity to apply for financial support to complete a range of studies that will increase the quality and
performance of duties provided to the public. Specifically, the information is being processed under Article 6 (1) e of the General Data Protection Regulation.

The biographical information you provide will be held securely by the College of Policing for the purposes outlined above and in accordance with the General Data Protection Regulation (GDPR) to fulfil our duties under the Equality Act 2010 for reasons of substantial public interest. Your biographical information will not be used to assess your application.

When we use applicants’ information to promote evidence-based policing opportunities, we will do so on the basis on legitimate interest.

Collecting this information

Whilst some of the personal data provided to us is on a voluntary basis, some of it is mandatory in line with administrative and monitoring requirements under the bursary scheme. We will inform you whether specific data we are requesting is voluntary or mandatory.

How do we protect this information

- The data that you provide will be held in a restricted access folder on the College of Policing (from here on referred to as ‘the College’) IT system. Only those involved in the administration, assessment and monitoring of the bursary will be granted access.

- The special categories of personal data provided on the equalities monitoring form will be held on a separate file to your application details and will only be linked if strictly necessary by way of a unique identifier.

Retention of this information

Data provided by unsuccessful candidates will be held for 18 months, while data on successful candidates will be held for the duration of their studies to allow for monitoring to be completed, and up to 10 years after. Information supplied by you and held by the College will be stored and processed for the administration, assessment and monitoring of the bursary, and also for the purposes of promoting EBP.

Sharing of this information

Personal information collected under the scheme (including the application process, administration and monitoring of recipients) will be disclosed with those involved in the administration, assessment and monitoring of the bursary. This may also include disclosure to external assessors as part of the assessment process and to your force as part of the administration and monitoring of applications and recipients. Data that
is sensitive or special categories (as per equal opportunities monitoring form) will be used internally by the College only in order to ensure that it meets the aims and commitments set out in its Equality Strategy, including preventing discrimination under the Equality Act 2010.

Occasionally we are requested to provide high level statistical information around the representation of individuals within the police service, personal or identifiable information will never be released and statistical information will only be released where there is a substantial public interest in doing so.

**How to access and control your personal data**

If you would like to withdraw your application, you can contact us on bursaryscheme@college.pnn.police.uk at any time. Once your withdrawal from the bursary has been confirmed, we will delete any personal data we have recorded on you (including your application form) however anonymised personal data (for example your rank) may contribute to the statistics that are developed to monitor the application process. The same applies if we determine that your application is ineligible.

Where applicable, you can request to be removed from the mailing list for EBP information and opportunities at any time by emailing bursaryscheme@college.pnn.police.uk

We will not use your personal data for direct marketing, automated decision making and profiling.

**Contact the College**

For more information about how the College processes personal information and your rights please visit our website for our full Privacy Notice. If you would like to contact the Data Protection Officer in the College in relation to how we protect your data, please contact us on data.protection@college.pnn.police.uk

**If you have a concern**

If you have any concerns in relation to the College’s information rights practices or wish to make a complaint, please contact the Information Commissioner’s Office as the supervisory body for information management: https://ico.org.uk/concerns/