

# MATHSWORLDDUK

## Privacy Policy

How we respect privacy when we deal with personal information collected by our organisation  
This Privacy Policy applies to information we, MathsWorldUK, collect about individuals who interact with our organisation including staff. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at [k.m.chicot@open.ac.uk](mailto:k.m.chicot@open.ac.uk).

### 1. Personal data that we process from non-staff

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email, role and organisation	Consent - you have given your active consent.
Making a donation, becoming a friend	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message and for obtaining your permission to claim gift aid.
Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.

## **2. How we use your data**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

## **3. When we share your data**

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

## **4. How long we keep your data**

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

## **5. Rights you have over your data**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

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To be reviewed Oct 2020

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## **6. Cookies & usage tracking**

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

## **7. Staff and applicant data that we collect and process**

### **Information that you give to us**

Applicants will normally give us their personal details during the recruitment process, and information will be added to their record during the course of your engagement with MathsWorldUK.

Data we hold on staff and applicants may include:

- Personal details such as name, date of birth, gender, contact and next of kin details.
- National Insurance number, bank or building society details.
- Education, qualification, applications, CVs, previous employment information, and right to work documentation.
- Details of queries about staffing as it relates to you, and related correspondence.
- Information you submit relating to sickness, leave and absence, and details of casework including parental leave, grievances, etc.
- Health and safety information, including accident reports.
- We ask for your nationality, religion, sexual orientation, ethnic origin and disability information, but you can choose not to disclose this.

- We may ask for information about any unspent criminal convictions when you apply for a job.
- We may ask you to provide information to enable us to make any reasonable adjustments that you require.
- We also conduct staff surveys, asking for your opinion on working at MathsWorldUK.

### **Information that we create or collect**

During an engagement with us, we may create or collect information which includes:

- Contracts or terms and conditions of engagement and employment history
- Pay and deduction details, superannuation details
- Sickness and absence records
- Health and safety records
- Workload or work allocation, working hours, attendance
- Performance management information, disciplinary records, investigations and casefiles
- Your photograph
- An email address which identifies your name

### **Information we receive from third parties**

We may receive some information about you from third parties.

- References about you may be received from previous employers or other relevant people
- Recommendations received from the “Access to work” scheme regarding adjustments to support disabled people at work.
- We will receive information about you from an associated occupational health provider, which is provided to your line manager
- For certain roles, we will request information from the Disclosure and Barring Service (DBS) or another service provider regarding advanced security screening.

How do we use your personal information?

We collect and process a broad range of personal data about you in order to carry out our responsibilities as an employer, to manage our operations effectively, and to meet our legal requirements.

Recruitment activities

We collect your personal data on application forms and CVs etc. This is in our legitimate interest of managing recruitment processes, and identifying suitable candidates for recruitment. Successful candidates give the information above.

Unsuccessful applicant data will be retained for 12 months following the recruitment process,

## **8. Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

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To be reviewed Oct 2020

## **Related policies**

- [Complaints policy](#)
- [Data Protection Policy](#)