

# GDPR Privacy Notice

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## WHAT IS THE PURPOSE OF THIS DOCUMENT?

STEMPOINT is a 'data controller'. This means that we are responsible for deciding how we hold and use personal information about you. This notice explains how and why your personal data will be used, how long it may be retained for, and your rights under data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about. Kept securely.

## THE KIND OF INFORMATION WE HOLD ABOUT YOU

Once you sign up to a mailing list or express interest in our services, we may keep your name, contact details, and information such as the organisation you work or volunteer for.

## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

- Directly from you when you provide your email address or telephone number.
- Prospective applicants for jobs.
- Recruitment agencies.
- Electronic recruitment tools.
- Background check providers.
- Security check providers.
- Referees you have named.
- Publicly accessible online sources such as LinkedIn.

## HOW WE WILL USE INFORMATION ABOUT YOU

We use the personal information we collect to send you information about our initiatives, projects, schemes and activities that we believe may be of interest to you.

If you apply for a job role with us, we will use your information for recruitment purposes. Additional details will be provided separately.

If you fail to provide information when requested and the information is necessary to progress a recruitment application, we may be unable to process the application.

### **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We may request particularly sensitive personal information only where necessary and lawful, for example to:

- Consider reasonable adjustments for applicants with disabilities.
- Support equal opportunities monitoring.
- Complete required security checks.

### **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We may process information about criminal convictions where it is lawful to do so and necessary for recruitment or compliance purposes.

STEM Ambassadors are processed through STEM Learning's digital platform and undergo an enhanced DBS check. STEMPOINT acts as a Delivery Partner and accesses this information only in accordance with STEM Learning's requirements. We maintain an appropriate policy document and safeguards as required under the Data Protection Act 2018.

### **DATA SHARING**

We will only share your personal information with third parties where necessary for recruitment, security checks, or essential operational purposes. Third parties are required to safeguard your information and must not use it for their own purposes.

We do not sell or transfer your personal data for marketing purposes.

### **DATA SECURITY**

We have appropriate organisational and technical measures in place to prevent your personal information from being lost, used, accessed, altered or disclosed in an unauthorised way. Access is limited to staff and authorised partners with a legitimate need, who are subject to confidentiality obligations.

We have procedures to respond to suspected data breaches and will notify you and the ICO where legally required.

### **DATA RETENTION**

We will retain your personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting or reporting obligations.

Different categories of data may be kept for different periods depending on operational or statutory requirements. Recruitment information is normally retained for up to 12 months unless a longer period is required for legal or safeguarding reasons.

Mailing list data will be retained until you unsubscribe or request removal.

## **YOUR RIGHTS**

- Request access to your personal information.
- Request correction of inaccurate information.
- Request erasure where there is no lawful reason for continued processing.
- Object to processing based on legitimate interests.
- Request restriction of processing.
- Request transfer of your data to another party.
- Withdraw consent where consent is the lawful basis for processing.
- To exercise any of your rights, please contact our Data Protection Officer at [dpo@stempoint.org.uk](mailto:dpo@stempoint.org.uk)

## **COMPLAINTS**

You have the right to make a complaint to the Information Commissioner's Office (ICO). Details can be found at [www.ico.org.uk](http://www.ico.org.uk).

## **USE OF AI TECHNOLOGIES**

We may use AI-assisted tools for limited administrative or analytical tasks. These tools do not replace human decision-making, and safeguards are in place to protect your data. Further details are provided in our AI Policy.