



# Work Experience Privacy Notice

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This notice describes how the City of London Corporation (“the City Corporation”) as a data controller collects and uses the personal information about you that you provide when taking part in a work experience opportunity in accordance with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The Notice will be reviewed periodically and may be updated at any time.

The City Corporation’s Data Protection Officer is the Comptroller and City Solicitor and can be contacted at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

## **The categories of data for work experience participants that we collect, process, hold and share**

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Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed i.e. anonymised data.

Examples of the categories of personal information we will collect, process, hold and share about you include:

### Personal data

- Personal and contact details such as name and address
- Name and contact details of your emergency contact
- Information concerning the school you attend including name, school email address and year you are in
- A copy of your CV and personal statement
- Name and details for your school’s careers point of contact
- Attendance and behaviour reports

We may also collect, store and use the following "special categories" of more sensitive personal information:

### Special Category data

- Health data in relation to allergies or other medical conditions.
- Social mobility data

## **Why we collect and use this information**

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Personal and special category data will be processed only in the following circumstances:

1. For the purpose of providing a work experience opportunity.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Anonymised data may be used for internal reporting purposes.

## **The lawful basis on which we process this information**

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Your personal data will be processed only when there is a legal basis to do so. Processing your personal data will only take place in one or more of the following circumstances:

1. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
2. In limited circumstances, with your explicit written consent.

## **Collecting this information**

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The majority of the information that we collect will have been supplied by you during the application process e.g., from your work experience application.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

## **Sharing this information**

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We may share your personal and special category data with internal departments for the purpose of facilitating your work experience opportunities.

In addition, anonymised statistical data may be shared with internal departments for the purposes of internal reporting.

Lastly your personal data may be shared with your school for the purpose of our collaboration with the school in relation to these activities.

We will not share your data with any third parties for marketing purposes. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

## **Storing this information**

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We hold applicant data for a period of 6 months, and the data will generally be destroyed within 6 months after the last day of your work experience with the City Corporation.

## **Consent**

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If we have consent to use your personal information for any particular reason, you have the right to remove your consent at any time by contacting the Compliance Team at: [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk)

## **Securing your data**

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Many personal data is stored on systems in the UK or EU. However, there are some occasions where your personal data may leave the UK/EU either to get to another organization, or where it is stored in a system outside of the EU.

We have additional protections on your personal data if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

## **International data transfer**

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Work experience personal and special category data held directly by the City Corporation is not routinely transferred to countries outside the UK. However, certain data processed by third parties on behalf of the City Corporation may be transferred, for instance organisations based outside the UK or operating on a global basis may need to transfer or store your data outside the UK. We will put in place additional protections on your personal information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

## **Your rights regarding your personal information**

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The UK GDPR and DPA 2018 gives you a number of rights in relation to what personal data is used by the City of London, and how it is used. These rights are listed below, and full details can be found in the City of London Corporation Data Subjects' Rights Policy. You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your personal data to any third party for such purposes. You can exercise your rights to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any City of London Corporation – Work Experience Privacy Notice

time by contacting us at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk)

Our sites may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy policies and that we do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as contact and location data. Please check these policies before you submit any personal data to these websites or use these services.

You can ask us to:

- Provide you with a copy of the personal data that we hold about you.
- Correct personal data about you which you think is inaccurate.
- Delete personal data about you if you think we no longer should be using it.
- Stop using your personal data if you think it is wrong, until it is corrected.
- Transfer your personal data to another provider in a commonly used format;
- not use automated decision-making processes to make decisions about you.

To make a Subject Access Request or to verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Compliance Team.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, these should be addressed to: Information Compliance Team, Comptroller and City Solicitor's Department, City of London, PO Box 270, Guildhall, London, EC2P 2EJ, UK; or email: [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

## Further information

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If you would like to discuss anything in this privacy notice, please contact the City Corporation's Data Protection Officer at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

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