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**Erasmus+ European Placement Applicant Privacy Notice**

Elevate-Glasgow is an Employability Public Social Partnership established to improve employability opportunities for people in recovery. The partnership has over 30 public and third sector partners that work collaboratively to create opportunities using an asset based approach. Glasgow Council on Alcohol (GCA) is the lead agency supporting the partners within the PSP and is the data controller for Elevate-Glasgow applications.

For this opportunity (Elevate Erasmus+ European Placement), Light on the Path (LOTP), the Elevate partner organisation responsible for the facilitation of these European Placements will be required to process and control data as part of the application, recruitment and placement processes. Therefore any information gathered for the Elevate Erasmus+ European Placement application, recruitment and placement process will be processed and controlled by both GCA and LOTP. For this opportunity, the data controllers will be GCA and LOTP.

As part of the Erasmus+ European Placement recruitment process, GCA and LOTP collect and processes personal data relating to European placement applicants. Both organisations are committed to being transparent about how it collects and uses that data and to meeting their data protection obligations for these Elevate Erasmus+ European Placement opportunities.

# What information do we collect?

GCA and LOTP collect a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience, employment and volunteering history;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the application and recruitment process; and
* any appropriate travelling related information including passport details, contact details to ensure you can be registered for appropriate insurance for the trip, any dietary or allergy requirements or any information regarding your personal health.

GCA and LOTP may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through group and individual interviews or other forms of assessment.

GCA and LOTP may also collect personal data about you from third parties, such as references supplied by your Line Manager. We will seek information from third parties only once an Erasmus+ European placement offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email), by both GCA and LOTP.

# Why does GCA process personal data?

We need to process data to take steps at your request prior to you accepting your place on an Elevate Erasmus+ European Placement. We may also need to process your data to enter into an agreement of your role of representing Elevate-Glasgow in another European country.

GCA and LOTP have a legitimate interest in processing personal data during the recruitment process of the Elevate Erasmus+ European Placements and for keeping records of the process. Processing data from placement applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for the Elevate Erasmus+ European Placements and decide to whom to offer a placement. We may also need to process data from placement applicants to respond to and defend against legal claims.

GCA and LOTP may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

If your application is unsuccessful, GCA and LOTP will keep your personal data for a period of six months in case of any queries arising from the recruitment process. Once this has elapsed, the data will be securely destroyed.

#  Who has access to data?

Your information may be shared between GCA, LOTP and the PSP partners (known as “we”) for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers, Elevate support staff, the applicants Line Manager and those involved in the recruitment process, managers in the business of the European Country and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application is successful and we make you an offer of an Elevate Erasmus+ European Placement.

# How do GCA and LOTP protect data?

GCA and LOTP take the security of your data seriously. Both organisations have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

# For how long do GCA and LOTP keep data?

# Personal information is required to be stored for the duration of the Project which 2 years and for three years beyond that in order that the European Commission can audit the Grant funding provided. During this period your information will be stored securely and disposed of securely at the end of the required period of retention

If your application for is successful, personal data gathered during the recruitment process will be transferred to GCA, LOTP and Elevate Glasgow and retained during your placement. We are required to hold this information as part of your training prior to leaving, travelling, your health and safety whilst you are abroad, your stay in the European Country and return to the home country. The periods for which your data will be held will be provided to you in a new privacy notice.

# Your rights

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where GCA and LOTP is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Compliance Officer at data@glasgowcouncilonalcohol.org

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

# What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to GCA, LOTP or Elevate-Glasgow during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.