

Work experience pack

Application form

Role applied for*

Your full name

Your preferred
name

Email address

Telephone number

Address



Disability

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? If yes, please give details of your access needs or reasonable adjustments required in the workplace.

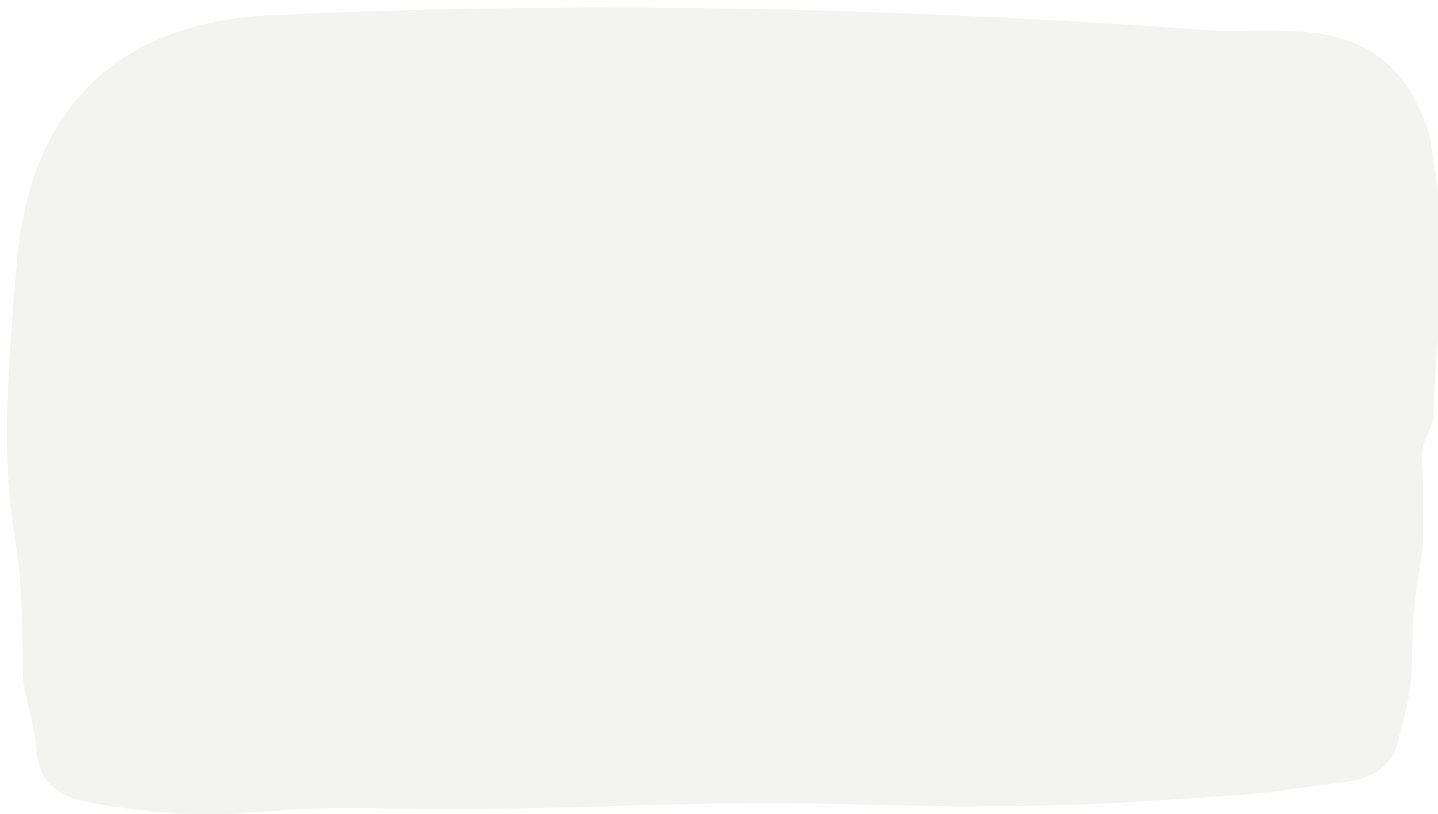
If you wish to discuss reasonable adjustments or access needs prior to completing this form, please contact chiefexecutive@winchestersciencecentre.org or telephone 01962 863791.

Education

Please detail your formal education i.e. the schools and any college you attended and the qualifications you might have achieved.


**please note, this is an unpaid work experience opportunity*

What subjects are you studying?



The role

What has sparked your curiosity in doing work experience at the Science Centre?



Please use this space to tell us about any other relevant information you would like us to consider in assessing your application.

Duration/start date

Please let us know if you have a specific start date in mind, whether or not this is flexible, and the requested duration of your placement (e.g. one or two weeks)

Contact details

Please include contact details for your parent/guardian and your school.

Your parent/guardian's name

Their relationship to you

Email address

Telephone number

Address

Your school's name

Supervisor name
and emergency
contact number

Email address

Telephone number

Address

Privacy notice

Summary The job applicant privacy notice explains how Winchester Science Centre (WSC) processes applicant data and how it meets its obligations under data protection law

Owner/Author Human Resources

Target audience WSC Job Applicants

Published March 2022

1. Overview

As part of any recruitment process, Winchester Science Centre (WSC) will receive and process data relating to job applicants. We are committed to being transparent about how we collect and use that data, and to meeting our data protection obligations.

WSC will receive and process your data, including personal, sensitive or special categories of data in accordance with the General Data Protection Regulations (GDPR) and other data protection law. WSC needs to process data as necessary as part of the recruitment process.

WSC will only collect data as required and explained in this policy, for example we will not request data on eligibility to work in the UK for unpaid work experience roles, and we will only conduct DBS checks for unsupervised positions.

2. What information do we collect?

We collect a range of information about you, as submitted by you on your application form, including:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Whether or not you have a disability for which WSC needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

3. Why does WSC need to process personal data?

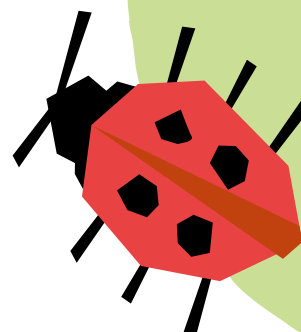
We need to process data as necessary as part of the recruitment process. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example,

- It is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.
- WSC has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.
- Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.
- We may need to process data from job applicants to respond to and defend against legal claims.
- We may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

4. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes our HR team and interviewers involved in the recruitment process (including managers in the business area with a vacancy and, for senior positions, Trustees).

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data to obtain references and for necessary background checks.



5. How does WSC protect data?

We take the security of your data seriously. Your data will be stored on secure servers in the UK. We 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. We will not share your data with any third party for marketing purposes. Any data you provide as part of the application and recruitment process will only be shared where it is essential for the management of the employment contract (detailed further in the Employee Privacy Notice).

6. For how long does WSC keep data?

If your application is unsuccessful, WSC will hold your data on file for 6 (six) months after the end of the relevant recruitment process in case the position re-opens or future employment opportunities arise for which you may be suited. At the end of this period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. Further details including the periods for which your data will be held will be provided to you in our Employee Privacy Notice.

7. 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 WSC to change incorrect or incomplete data.
- Require WSC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where WSC is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Laura Ollis (lauraollis@winchestersciencecentre.org). If you believe that WSC has not complied with your data protection rights, you can complain to the Information Commissioner.

8. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to WSC 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.

9. Successful applicants

All job offers are subject to a clear Disclosure and Barring Check (DBS) and two suitable references. We will also need to check your eligibility to work in the UK before employment starts, so for such purposes we will obtain personal information, such as from your passport.

Upon accepting a role at WSC, you will be sent a contract of employment and a copy of our Employee Privacy Notice.

All new joiners will be required to complete a new starter application form to collect further information such as payroll and emergency contact details. WSC will request for you to complete an equal opportunities monitoring form to enable us to monitor recruitment statistics. This includes special categories of data, such as information about ethnic origin, sexual orientation or religion or belief.

10. Declaration

By submitting an application form you are actively indicating your understanding and acceptance of the following responsibilities during the placement:

- **Role** - An overview of the role is provided in the applicant pack. Please read this in advance to applying.
- **Conduct** - Participants will be expected to behave in an appropriate and professional manner during their placement. WSC understands that participants may require additional support in learning how to conduct themselves in a working environment and specific information will be provided to them during their Company induction.
- **Time keeping** - Time keeping is an important part of any job and WSC expects participants to attend work on time. If the participant will be unable to arrive at work on time for whatever reason then it is up to them, their parent/guardian or education provider to inform WSC as soon as reasonably practicable.



- **Confidentiality** - During their placement, participants may come into contact with sensitive business information that is confidential in nature. Participants must not disclose any confidential information, unless this qualifies as whistleblowing under the Public Interest Disclosure Act 1998, and should pay close attention to any posts on social media that refer to the Company.
- **Data protection** - During their placement, participants may be required to process personal data and they must do so in line with current data protection obligations. Information on the correct processing of data protection will be given to the participant, who will also be required to read and understand our data protection policy. Personal data relating to the participant will also be processed by WSC. Information on the type of processing, the reason for processing and the legitimate basis for doing so, can be found in the Company's privacy notices.
- **Health and safety** - Participants must take reasonable care to avoid injury, which includes refraining from interfering or misusing any clothing or equipment provided to protect their health and safety. They must also report any accident or injury immediately as per WSC'S accident reporting procedure.

