



# Data Privacy notice for GUILD OF ENAMELLERS BURSARY AWARD APPLICANTS

The Guild of Enamellers takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them. The Guild’s Data Protection Officer can be contacted at [DataOfficer@guildofenamellers.org](mailto:DataOfficer@guildofenamellers.org).

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## What we need from you

When you apply for the Guild of Enamellers Bursary Award we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Date of birth
- Website details
- Educational background and contact
- Enamelling experience and a personal application statement
- CV – covering educational background, exhibiting information, enamelling experience, etc.
- Photographs (and associated notes) of articles for the Bursary Award selection process

If you do not provide us with all of the personal information that we need this may affect our ability to enter you for the Bursary Award selection process.

## Why we need your personal information – contractual purposes

We need to collect this information to allow us to manage and review your application for the Bursary Award selection process. We may use this personal information to:

- Provide you with updates on the selection process and to give details on the awarding of the Bursary
- Set up an online folder to submit your application photographs
- Allow the selection panel to review your application
- Distribute Bursary Award prizes (in association with the Bursary Award Sponsors)
- Provide you with free membership of the Guild of Enamellers and the British Society of Enamellers

## Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the Bursary Award, the Guild of Enamellers activities and membership.
- Produce Bursary Award publicity for publication, distribution and promotion.

## Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## Who we share your personal information with

If you are successful in the Bursary Award process we will pass your contact details to the current Bursary Award Sponsors for distribution of sponsorship prizes. Your data will then be managed under the Data Privacy Policies of the respective Sponsors.

## How we protect your personal information

Your personal information is accessed by our Bursary Secretary, Selection panel (Vice Chair and Retiring Chair) and the membership secretary only for the purposes set out above. Your application form, CV, personal statement and selection photographs are stored by our club electronically in the Guild Portal which is password protected, in a Dropbox folder which is password protected and a paper version of your application is held by the Bursary Secretary in a locked filing cabinet.

### **How long we keep your personal information**

We only keep your personal information for as long as necessary to complete the Bursary Award selection and award process. Unless you ask us not to, we will delete your personal information after two years.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

If you wish to change your data preferences, you can contact us at

[DataOfficer@guildofenamellers.org](mailto:DataOfficer@guildofenamellers.org)

Or

[bursary@guildofenamellers.org](mailto:bursary@guildofenamellers.org)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)