

# External Privacy Statement

## Membership, Job and Grant Applicants

### 1. Introduction

With a rich history dating back over 700 years, the Mercers' Company is focussed on being a philanthropic force for good and philanthropy is at the core of its past, present and future. It donates millions each year to charitable causes, with a particular focus on young people and education, older people and housing, and church and communities. It is also a Corporate Trustee or shareholder of a number of charities and provides services to them.

The Mercers' Company is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations. The Company collects and processes personal data to consider;

- an application for employment;
- an application to become a member of the Company;
- An application from an organisation to apply for a Grant.
- Usage and traffic to our Company website.

Personal information means any information about an individual from which that person can be identified. It does not include information where the identity has been removed (anonymous information).

### 2. What information does the Company collect?

Depending on your relationship with us, the Company may collect and process a range of information about you. This includes:

#### **Job Applicants**

In the course of considering applications from people wishing to gain employment at The Mercers' Company, we may collect the following personal information:

- your name, address, contact details, including email, telephone number and address;
- current CV, employment history, qualifications, skills and experience;
- information about your current level of remuneration, including benefit entitlements;
- health data including whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- EDI information about your ethnic origin, gender, health, and religion or belief.

#### **Member Applicants**

In the course of considering applications to become a Member of The Mercers' Company we may collect the following personal information:

- your name, address, contact details, including email, telephone number and address;
- current CV, employment history, qualifications, skills and experience;
- identity document; Birth or Adoption Certificate, Marriage Certificate, Passport photo, Marriage certificate of parents and / or Divorce certificate of parents
- contact details of your next of kin and if your application is under the route of patrimony, details of your parents will be collected.
- Your personal statement and EDI information about your ethnic origin and gender.

### **Grant Applicants**

In the course of considering applications for grants, we may collect the following personal information:

- Your name and contact details including, address, telephone number and email;
- Your bank account details and personal financial data and circumstances;
- We may request proof of identity in the form of: Birth certificate, Driving licence, Pension book, Passport and / or State benefit statement
- Family data including next of kin.

### **Visitors to the Company website**

In the course of an individual using the Company website, [www.mercers.co.uk](http://www.mercers.co.uk) we may collect the following personal information:

- Identity data
- Contact Data includes email address.

The Company collects this information in a variety of ways. For example, data is collected through application forms, CVs; your passport or other identity documents; from forms completed by you, from correspondence with you, or through interviews and meetings. Data is stored in a range of different places, in the Company's HR management system, Salesforce and in other IT systems (including the Company's email system). It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **3. Why does the Company process personal data?**

The Company needs to process data to ensure that it is complying with its obligations or legal requirements. This will be dependent on your relationship with the Company.

#### **Job Applicant**

For job applicants we will use your personal information in order to consider your application to become an employee of the Mercers' Company and to administer any agreement we enter into with you in relation to you becoming an employee.

#### **Member Applicant**

For Member applicants we will use your personal information in order to consider your application to be a Member of The Mercers' Company and to administer any agreement we enter into with you in relation to you becoming a Member.

#### **Grant Applicants**

For Grant applicants we will use your personal information in order to consider your application to for a grant and in order to administer any agreement with you as a recipient of a grant from a member of the Mercer Family of Charities.

#### **Website users**

For website users we will use your personal information to administer any enquiry that you have submitted.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of the applicants and has concluded that they are not. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose,

please contact our Data Compliance Manager. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Where the Company processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of EDI monitoring. Data that the Company uses for these purposes is anonymised or is collected with the express consent of individuals, which can be withdrawn at any time by contacting the Data Compliance Manager.

#### **4. Who has access to data?**

We may have to share your personal information with members of the executive team if access to the data is necessary for the performance of their role. We may also share your data with external third parties – service providers based in the UK who provide IT and system administration services. In addition we may share your data as follows:

##### **Job applicant**

The Mercers' Company may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

##### **Member Applicants**

The Mercers' Company may share your personal data with selected third party suppliers, to assist in the provision of services to the Company. These include clothing service providers and catering suppliers.

##### **Grant Applicants and Website Users**

The Mercers' Company may share your personal data with external third parties – service providers based in the UK who provide IT and system administration services

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions. The Company will not transfer your data to countries outside the UK.

#### **5. How does the Company protect data?**

The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties as outlined in the Company's Data Protection Policy. We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so. The Company takes the security of your data seriously.

#### **6. For how long does the organisation keep data?**

Job applicant data is retained for six months following the end of the recruitment process for those who have been unsuccessful. For members, grants applicants and website users we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including

for the purposes of satisfying any legal, accounting, or reporting requirements. For further details please contact our Data Compliance Manager.

## 7. CCTV

The Mercers' Company processes CCTV footage in adherence to the ICO's CCTV Code of Practice without your consent for our own legitimate business purposes of your safety and security. The CCTV system monitors the exterior of the building and specific areas internally 24 hours a day primarily for the security of our staff, residents and Company assets. This data is recorded and retained for 90 days unless the data is being used to investigate an alleged incident or crime. We reserve the right to review the data recorded on our CCTV system for the following purposes (this list is not exhaustive):

- (a) To comply with any legal obligations;
- (b) To assist in the investigation of wrongful acts; and
- (b) To ensure that employees, residents and other legitimate users of the Hall, Officers, almshouse and sheltered housing schemes are complying with our policies and procedures.

We provide view-only access to CCTV footage for third parties that provide security patrols around our properties. CCTV recordings are stored securely in controlled premises.

## 8. 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 Company to change incorrect or incomplete data;
- require the Company 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 the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

You can make a subject access request by contacting our Data Compliance Manager.

If you have any queries regarding this privacy statement or would like to exercise any of these rights, please contact the **Company's Data Compliance Manager:**

Chris Whyte Principal Staff Officer

[Chrisw@mercercs.co.uk](mailto:Chrisw@mercercs.co.uk)

0207 726 4991

If you believe that the Company has not complied with your data protection rights, you can complain to the [Information Commissioner](#).