

Privacy Notice

This notice provides you with details of how ME Research UK - SCIO Charity No SC036942 (the charity”) collects and processes personal data in connection with applications for Trusteeship.

ME Research UK is the controller for the personal information we process, unless otherwise stated.

How The Charity Uses Personal Data

The Charity collects and processes the following types of personal data of Trustee applicants,

- Name and contact details
- CVs and references
- Biographical details and other information supplied by the applicant e.g. personally or through completion of the Charity’s Trustee Application form

The Charity requires applicants that provide the data of another person in the application form to provide them with a copy of the Charity’s privacy notice and ensure they have a lawful basis to disclose the data to the Charity.

The Charity does not require applicants or grantees to provide special categories of personal data (listed below) but recognises that this type of data may, in limited circumstances, be provided to the Charity in connection with certain grant applications or awards. Applicants and grantees are prohibited from providing this type of personal data to the Charity without having obtained valid consent of the individual to the disclosure and use of that data by the Charity. An application will be rejected and deleted from our records if evidence of such consent is not provided to the Charity.

Special categories of personal data are data relating to a person’s:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic or biometric data
- Health, sex life or sexual orientation

The Charity processes personal data to:

- Manage the application, review and appointment process
- Comply with legal charity reporting requirements and / or as part of external auditing requirements
- Contact applicants about the application process

The Charity's legal basis for processing this personal data is as follows:

Legitimate Interests of the Charity and Third Parties – the processing is necessary for the Charity's legitimate interest in assessing appointment applications. Where we share limited personal data internally this is necessary for the legitimate interests of the Charity.

Compliance with a Legal Obligation – to ensure the Charity complies with relevant laws such as its reporting obligations to OSCR and to undertake due diligence on checking suitability for trusteeship.

Consent – applicants consent to be contacted by ME Research UK by mail, telephone, letter and Skype in furtherance of the application process.

To whom the charity Discloses Personal Data

The Charity discloses personal data to the following categories of recipients:

- Employees, current and former Trustees of the Charity
- Service providers, such as data storage companies

Employees, current and former Trustees are under obligations and duties of confidentiality and must comply with the Charity's data protection policy. Other recipients may receive and process personal data under appropriate instructions from the Charity and are, where necessary, required by contract to keep confidential and secure the information they process on behalf of the Charity and may not use it for any purpose other than to carry out the services they are performing for the Charity.

Except as described in this notice, the Charity will not share personal data with third parties without an individual's permission, unless to: (i) respond to duly authorized information requests of police and governmental authorities or (ii) comply with laws, regulations, or court orders; (iii) enforce/protect the rights and properties of the Charity, and in each case, in accordance with applicable law.

How Long the Charity Retains Personal Data

The Charity deletes CVs provided with an application after 6 years.

Data Subject Rights and How To Exercise Them

Individuals whose data we collect have rights in relation to personal data processed by the Charity under data protection law. These may include the right to:

- request access or copies of personal data;
- rectify personal data, if inaccurate or incomplete;
- delete personal data;
- restrict the processing of personal data (in certain circumstances);
- data portability (in certain circumstances); and
- object to the processing of personal data and not to be subject to automated decision making including profiling (in certain circumstances)

These rights may be limited in some situations such as where the Charity can demonstrate that it has a legal requirement or legitimate interest to process the personal data.

If you would like to exercise your rights, please contact the Charity's Secretary by sending an email to meruk@pkavs.org.uk

If you consider that the processing of your personal data by the Charity infringes applicable data protection law, you have a right to lodge a complaint with the Information Commissioner (<https://ico.org.uk>).

If you any questions about this notice or the use of personal data by the Charity, please contact the Charity's Secretary by sending an email to meruk@pkavs.org.uk