



Information for Student Panel

Applicants: Your Personal Data

What information do we ask for, and why?

When you apply for a role on one of the Panels which supports the work of the OIA, we will ask you to provide us with contact information, so that we can let you know how your application is progressing.

We will ask you to set out how your skills and experiences would help us to do our work. You will probably draw on your student experience, education or other activities you have undertaken to do this. We might ask you to attend an interview and we may make interview notes. We may ask for a personal reference from someone that you nominate.

We may need to ask you about your right to work in the UK. For some roles, we may ask you whether you have any unspent criminal convictions.

The information given to us during the process will only be used for the purpose of progressing your application and deciding whether you would be a suitable member for the Panel.

You may choose to share information with us about a medical condition or disability, which we will use to make our recruitment process accessible. If you would like a reasonable adjustment to the process, you can ask for this without telling us about your medical condition or impairment.

Lawful basis for processing

We rely on two lawful bases for processing:

That you consent to us processing your information for the purpose of deciding if you are suitable for a role on an OIA panel

That we have a legitimate interest in processing personal data of applicants for roles on an OIA panel, so that we can appoint appropriate panel members to help us carry out our work

Where we are processing "special category data" for example, information you have shared about your personal life experiences, we rely on your explicit consent.



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Who is processing my personal data?

The OIA is the data controller for your personal data during the recruitment process. You can find more information about us and how we process [personal data](#) on our website. If you have any questions or concerns about how we are processing your personal data, you can contact us by email dataprotection@oiahe.org.uk or by telephone 0118 959 9813.

Your data is being processed within the UK.

Who will see my personal information?

Information is made available to the Chair of the Panel and to other members of staff supporting the application and selection process.

We do not share information about panel applicants with our staff who are not involved in making the recruitment decision. We do not share information about panel applicants with any other organisation.

How long is the information kept for?

If you are successful, we will keep most of the information you provide during the application process, and where applicable information provided by your referee(s) for the duration of your service on the panel, plus 12 months following the end of your service on the panel.

If you are not selected for the panel, we will usually keep information about you for a minimum period of 2 months and a maximum period of 12 months. If we think you may be suitable for another OIA panel role in the future, we may proactively contact you if a suitable vacancy arises.

You can ask us to delete your personal information at any point. If we are still actively considering your application for a panel role, this may mean that we are unable to include you in our selection.

Your rights

Under the Data Protection Act 2018 and UK GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you.

You have the right to see what information we have. If you think that any information we have about you is wrong, you can ask us to correct it. If you would like us to stop processing

your personal data, you can ask us not to take any further action, and you can ask us to remove some or all of the personal information we have.

We respect your right to control what happens to information about you. We will always try to handle information in accordance with your wishes, and we will explain to you if there are any reasons why we cannot do so.

If you would like to ask us anything about the information which we have about you, or about how your personal data is being handled, contact us at dataprotection@oiahe.org.uk.

If you are unhappy with how we have handled your personal information, you can complain to us by emailing dataprotection@oiahe.org.uk If you are not satisfied with our response, you can complain to the [Information Commissioner's Office](#).