



Privacy Notice for Unpaid Placements

Placement Policy and Procedure

The Placement Policy and Procedure is NRW's framework for the recruitment, co-ordination, support and management for all placements within the organisation, including:

Paid placements:

- Apprenticeships
- Higher Education Placements

Unpaid placements:

- Work Placements
- Student Work Experience Placements
- Research Placements
- NRW Volunteer Placements

The Recruitment Privacy Notice sets out what information we collect from participants of **paid** placements, who are employed NRW personnel.

This Privacy Notice sets out what information we collect from participants for **unpaid** placements and how we use that information.

Identity and contact details of the Data Controller

Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with General Data Protection Regulation (GDPR).

Contact details of the Data Protection Officer

Natural Resources Wales has a Data Protection Officer who can be contacted through dataprotection@cyfoethnaturiolcymru.gov.uk or 0300 065 3000.

What information do we collect about you?

To recruit, offer and manage unpaid placements we need to collect information from participants at the following stages of the placement procedure:

Placement application

When you apply for a placement with NRW you will be asked to provide personal information in the Application Form, including your:

- Name
- Email address
- Telephone number
- Address
- Name and address of school/college/university (if in full-time education)
- Driving licence holder
- Preferred language
- Experience – paid employment, voluntary work and work experience
- Qualifications
- Training/Continuing Professional Development
- Relevant skills, experience, qualities and strengths relating to the Placement Description
- Disability confirmation

You will also be asked to complete a Placement Equal Opportunities Monitoring Form, to provide personal information, including your:

- Age
- Gender
- Disability status
- Nationality
- Race
- Gender identity
- Marriage or civil partnership status
- Sexual orientation
- Religion, belief or non-belief status
- Caring responsibilities

Placement offer

If your application is successful and we offer you a placement, you will be asked to complete a Placement Agreement to provide further personal information, including your:

- Date of birth
- Health and special needs declaration
- Emergency contact details – name, relationship, address, telephone number
- Bank details – name and address of bank/building society, sort code, account number, building society reference
- Name of parent/guardian (under 18-year olds only)

DBS check

If your placement is for six weeks or longer, prior to you starting with us you will be required to undertake a basic DBS check by applying directly through the Disclosure and Barring Service (DBS) using the [online application route](#). When issued, you will receive a certificate which you must then send us a copy of. The certificate includes your:

- Name
- Address
- Date of birth
- Details of any unspent convictions
- Details of any conditional cautions
- Any other relevant information

During a placement

Placement participants can claim pre-agreed expenses in line with the Placement Expenses Claims Procedure. To submit a Placement Expenses Claim Form, you will be asked to provide personal information, including your:

- Name
- Address
- Phone number
- Email address
- Bank details – name and address of bank/building society, sort code, account number, building society reference (if not previously included in Placement Agreement)

How will your information be used?

We will use the personal information you provide to:

- Support and progress your application
- Determine your suitability for a placement
- Choose the right candidate for the placement
- Offer a guaranteed interview to applicants with a disability
- Meet our legal obligations to monitor and analyse diversity information so that we can ensure our placements promote equality of opportunity for all, and that we do not have an adverse impact on any particular group
- Contact you if your application is successful and we offer you a placement
- Engage with you for purposes related to your placement
- Plan and manage your placement, including health and safety, and risk assessment
- Form and manage your record on our HR system, MyNRW
- Identify if you have any medical conditions which might require us to make reasonable adjustments to the placement offered
- Be able to communicate with your chosen contact in an emergency
- Process expenses claims and make a payment into your bank account to reimburse you

What is our legal basis for processing your personal data?

Our legal basis for processing personal data for placements is:

- Article 6 - 'Processing is necessary for the performance of a contract with the data subject'
- Article 9 – 'Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment'
- Article 6 – 'The data subject has given consent to the processing'
- Article 9 - 'The data subject has given explicit consent to the processing'

Who receives your information?

We will only share your personal information with NRW staff to plan and manage your placement, including:

- Placement Coordinators
- Employees in the Team hosting your placement
- Employees in HR
- Employees in the Finance Team
- Equalities Senior Advisor

Any transfers to third parties and the safeguards in place

We will not share your personal information with any third parties.

How long will your information be held?

If your placement application is unsuccessful, your details will be confidentially destroyed at the end of the application process. Your personal information will not be held for future placement opportunities.

If your application is successful, and you are offered and take up a placement, your personal information collected by us will form part of your personnel file. Your details will be confidentially destroyed at the end of your placement.

What are the individual rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Please visit our [Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to NRW's Data Protection Officer:

Email: dataprotection@cyfoethnaturiolcymru.gov.uk

Data Protection Officer
Natural Resources Wales
Maes y Ffynnon
Penrhos Road
Bangor
Gwynedd
LL57 2DW

Security of your information

Our HR, Recruitment and Finance systems, which will be used to hold personal information for placements, are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact NRW's Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk