



Privacy Notice

This privacy notice tells you what to expect when Dundee Social Enterprise Network (DSEN) collects personal information. We need to collect certain types of information about individuals to carry out our work. The notice applies to information we collect about:

- Visitors to our website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
- People who use our services eg subscribe to our newsletter or we work in partnership with or ask us for information (Name, Address, Email Address and Telephone Number)
- People who supply us with goods and services (Name, Address, Email Address, bank details and Telephone Number)
- People who apply to be Network members (Name, Address, Email Address, and Telephone Number)
- People who apply for grant funding from us (Name, Address, Email Address and Telephone Number)
- Job applicants and our current and former employees (Name, Address, Email Address, Telephone Number, National Insurance number, bank details)

Visitors to our Website

When someone visits www.dundeesen.org we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

E-newsletter

We use a third party provider, Mailchimp, to deliver our monthly e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see Mailchimp's privacy notice here <https://mailchimp.com/legal/privacy/>.

People who supply us with goods or services

When an individual or organisation supplies us with goods or services they will provide contact details plus bank details. The information provided is used to contact the supplier and pay for goods and services purchased.

People who use our services

When an individual or organisation contacts DSEN they will provide contact details plus additional information. Any information provided is used by DSEN to help give guidance, information, signpost or support. We will ask you to share your information with the Scottish Government and the Third Sector Interface. We store and process our information using Dropbox and Microsoft Office 365. We will occasionally take photographs at events and use them for promotional purposes on our social media accounts and in our publicity material.

People who apply to join our network

When an organisation / individual applies to join DSEN they may provide personal information. These details are used to contact the organisation / individual and to share with the network and the wider public through our directory.

People who apply for grant funding

When an individual or organisation applies to the Dundee Future Fund they submit their information in an application form, providing details of their proposal and an outline of the potential cost. Those who are awarded grants are asked to provide progress reports, a final report and final expenses. Any personal information that is provided in the application and during any research that has been awarded a grant, are used only for the purpose of reviewing the grant application and the ongoing administration and management of any grants that are awarded. We may also share information about projects on our website, social media and in our ebulletin, including the amount of grant awarded and the recipient of the grant.

The information regarding grants that are awarded is also shared with the funder, currently the Rank Foundation, in order to keep them updated as to how their funds have been allocated and spent.

Job applicants and our current and former employees

DSEN is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at admin@dundeesen.org

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

Shortlisting

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide proof of your identity, you will be asked to attend our office with original documents, we will take copies.

Job Offer

We will contact your referees, using the details you provide in your application, directly to obtain references.

Post start date

We will ask you for your bank details and national insurance number in order to process your salary payments. This information along with the necessary personal details will be retained by the Factory Skatepark who provide a salary processing service to DSEN.

We will also request emergency contact details so we know who to contact in case you have an emergency at work.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years for payroll and tax information following the end of your employment. See Appendix 2 of the Data Protection Policy

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the recruitment process.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the recruitment process.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

Complaints or queries

DSEN tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of DSENs collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us at admin@dundeesen.org

Access to personal information

DSEN tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to DSEN for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by contacting us at admin@dundeesen.org

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated in May 2018.

How to contact us

If you want to request information about our privacy policy you can email at admin@dundeesen.org or write to:

Dundee Social Enterprise Network
15 Balunie Drive
Dundee
DD4 8PS