

## **THE BEACON EQUITY TRUST PRIVACY NOTICE**

### **For Scholarship Registrants, Applicants, Current Scholars, and Alumni**

Revised 02/04/2019

The Beacon Equity Trust holds personal records on those who apply for and have been awarded The Beacon Scholarship. Our principles are simple— we will be transparent about what data we are collecting about you, where that data comes from, how we use the information we hold about you, and the choices you can make.

The overarching purpose of collecting and processing your data is to ensure that the selection and monitoring processes are fair and balanced, giving our staff the best possible starting point for choosing the best possible candidates who show leadership potential, and then monitoring their progress to fulfill our vision of them as leaders.

If at any point you have questions about our privacy notice, or how we are using your data, please contact us (details below).

### **1. About this Privacy Notice**

The purpose of this privacy notice is to explain how The Beacon Equity Trust ("the Trust", "we", "our", "us") processes personal data contained within Beacon Scholarship applications and ongoing performance management documents and how it will be used, distributed, stored, and destroyed. The Beacon Equity Trust includes the central offices at Reigate, Surrey UK, and our Beacon Staff located in countries in which we operate.

### **2. The data we collect about you**

Most of the personal data we process is provided by you in your application for a Beacon Scholarship. We also receive data from your nominated referees.

The data we collect about you include during our application, selection and monitoring processes:

- Biographical information, which may include:
  - Contact details
  - Education history (including scanned/digital school reports, exam transcripts and degree certificates)
  - Scans of identification and nationality / residency documents (e.g. passport, birth certificate, proof of nationality/citizenship)
  - Personal data (date of birth, gender, nationality, birthplace, residency)
  - Nationality of parents / guardians
- Preferred Beacon Partner School or University
- Personal statements (short essays) about your interests and achievements plus study intentions.
- Leadership roles you have held or achieved
- Photograph
- Endorsements and references (including endorser and referee contact details)
- Monitoring data, which may include:
  - parental/sponsor/guardian financial data including income, assets and liabilities
  - your differing abilities, including intelligence, leadership qualities and behaviours
  - leadership performance at workshops
  - data generated by you in your Target Sheets

- academic and co-curricular achievement at school or university, including school reports and transcripts
- for university scholars, financial data including spending patterns (obtained via third party mandates with banks)
- Sensitive personal data, which may include:
  - health information, including any medical conditions - we may use health information provided by you so we can make reasonable adjustments to improve the service we are able to offer you and to look after your wellbeing while studying and at Beacon Workshops
  - we do not generally seek to obtain other categories of sensitive data however, they may sometimes be inferred from other data we hold, for example, your relationships, support of specific causes, or interests. We may obtain these types of data if you give them to us in your application or other documents like Target Sheets
- Information relating to outstanding fees with Beacon Partner Schools and Universities including:
  - Unpaid invoices
  - Statements of outstanding fees
  - Any settlement arrangements

### 3. How we use your personal data

We use your personal data for the following purposes:

- to inform the selection process for Beacon Award decisions
- to assess financial eligibility
- to compile application data
- to contact you, if necessary, during the application and selection processes
- to give you feedback about and monitor your leadership performance at Beacon Workshops
- to inform scholarship renewal decisions
- to communicate with you on ongoing programme requirements and developments once you are a Beacon Scholar, or alumnus
- to inform Beacon Mentors about your Beacon leadership performance

### 4. When and how we share your data

Your application data is primarily held on our secure systems in the UK. Beacon local country and UK staff have access to your personal data. They will access that data via our systems and may download it locally to support our selection and ongoing monitoring processes.

Third parties will only process your personal data on our instructions and where they have agreed to treat your data confidentially and to keep it secure. These third parties may include Beacon Partner schools and universities with whom we have to make joint decisions about selection and ongoing monitoring of performance. We only permit them to process your personal data for specified purposes. We do not allow our third-party service providers to use your personal data for their own purposes nor to keep your data after the processing is complete. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies.

Whenever your information is shared, we will always seek to share the minimum amount of information necessary to fulfil the purpose.

### 5. Our legal basis for processing your data

We will only process your personal data where the law allows us to do so. For the purposes of your application, we rely on your consent, as given by the clear and affirmative action of your submitting a Beacon Scholarship application and signing the Declaration at the end of your application, for the purposes stated in this privacy

notice. If you withdraw your consent, or withdraw your application in any other way, we may keep parts or all of your application data.

### **Change of purpose**

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **6. International transfers**

We may share your data with Beacon staff, shortlisting assistants and administrators in the constituency to which you applied. This may involve a transfer of your data outside the EEA. In all cases we will make sure transfers are made securely, to countries deemed adequate by the European Commission and/or subject to appropriate safeguards and confidentiality agreements.

## **7. Data security**

The Beacon Equity Trust takes the security of your data very seriously and we have appropriate security measures in place to prevent your personal data from being accidentally lost or misused. Access to your personal data is limited to those employees, contractors and other third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## **8. How long we keep your data**

The data contained within Beacon Schools Scholarship applications and any other ongoing Beacon monitoring documents during the length of a scholar's tenure at a Beacon Partner School will be retained by The Beacon Equity Trust for a period of five years after the end of the application round in which the application was first created (this is the potential maximum length of eligibility of a candidate for a Beacon Schools Scholarship).

The data contained within Beacon University Scholarship applications and any other ongoing Beacon monitoring documents during the length of a scholar's tenure at a Beacon Partner University will be retained by The Beacon Equity Trust for a period of five years after the end of the application round in which the application was created (this is the potential maximum length of eligibility of a candidate for a Beacon University Scholarship plus one additional year in case studies are interrupted for any reason).

Following these periods the data will be permanently deleted with only (a) non-identifying summary statistics remaining, or (b) statistics that help build a profile or benchmark for candidate selection.

For successful Beacon Scholarship applications, the applications will be retained by the Beacon Equity Trust, digitally and physically and removed from Beacon systems after seven years.

The data for all unsuccessful Beacon Scholarship Applications for Schools and University will be deleted within 6 months of completion of application round in which the application was first completed.

## **9. Your legal rights**

Under certain circumstances, you have the right to:

- Request access to your personal data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate

information we hold about you.

- Request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

However, where you have consented to the processing, you can withdraw your consent at any time by emailing us. In this event, we will stop the processing as soon as we can. If you choose to withdraw consent it will not invalidate past processing. **Please note if you do not supply the information required in your application form or other monitoring documents and/or if you ask us to stop processing your data, we may not be able to assess your application and continuing eligibility and may have to reject your application or discontinue your Scholarship.**

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, please contact us at [info@beaconscholarship.com](mailto:info@beaconscholarship.com). We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at the ICO website.

## 10. Contact us

If you have any questions about this privacy notice or about your personal data, or if you want to provide updates to your data or exercise any of your rights as outlined above, please use the details below, and quote your name:

The Beacon Equity Trust  
Sandells House  
Cliftons Lane  
Reigate, Surrey  
RH29RA  
United Kingdom  
Email: [info@beaconscholarship.com](mailto:info@beaconscholarship.com)

We reserve the right to update this privacy notice at any time. Any changes to this privacy notice will be posted to this page.