

Privacy Notice for Magic Bus Global Leadership Programme Applicants

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as applicants to the Global Leadership Programme, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

B) TYPES OF DATA HELD

We keep several categories of personal data on our prospective applicants in order to carry out effective and efficient processes. We keep this data in applicant files, and we also hold the data within our computer systems, for example, applicant logs.

Specifically, we hold the following types of data:

- a) personal details such as name, address, phone numbers;
- b) name and contact details of your emergency contact;
- c) name and contact details of your parent/guardian
- d) current education level;
- e) nationality;
- f) passport number;
- g) information that is provided as part of answers to qualitative application questions;
- h) your signature and the signature of your parent/guardian

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the application process.

D) LAWFUL BASIS FOR PROCESSING

Below are the lawful bases by which we will be processing your data:

Consent: By submitting your application, you are consenting to Magic Bus using your personal data for the purposes of processing your application.

Legitimate Interest: It is our legitimate interest to process your data in order to make a decision regarding your application, and in order to facilitate your participation in the Global Leadership Programme should your application be successful

Legal Obligations: We gather the personal data of your parent/guardian and your emergency contact as part of our obligation to ensure your care and safety.

E) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for offering you a place on the Global Leadership Programme.

F) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for the Global Leadership Programme will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

As part of the application process, we will share your data with Magic Bus Employees in India, the United States, and Singapore. By submitting your application, you consent to your data being shared internationally.

Your personal data will never be shared with anyone outside of our organisation.

G) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

H) RETENTION PERIODS

We only keep your data for as long as we need it for.

If your application is unsuccessful, your data will be destroyed after 6 months.

If your application is successful, it will be held for the length of your participation in the Global Leadership Programme, plus six years. With your consent, we may also use your personal data for the purposes of promoting and marketing the Global Leadership Programme.

I) AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

J) YOUR RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;

- b) the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
- d) the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact ross@magicbusuk.org.

K) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

L) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Ross Marshall
ross@magicbusuk.org