



## **Privacy notice for applicants and participants.**

This notice sets out how we collect, store, and use your personal data, as an applicant to, and if successful, a participant on the Think Ahead programme. Our policies are compliant with the General Data Protection Regulations (GDPR) and this notice includes some information about your rights under that legislation.

If you have any questions about our privacy notice, you can get in touch:

- By writing to us at: Think Ahead, 344-354 Gray's Inn Road, London, WC1X 8BP.
- Calling us on +44(0)20 3146 7181.
- Emailing us on [hello@thinkahead.org](mailto:hello@thinkahead.org).

### **Who we are**

Think Ahead is a “trading name” of The Think Ahead Organisation, which is a registered charity and a company limited by guarantee.

Charity number: 1166577

Company number: 10015893

Registered office: Sayer Vincent LLP, Invicta House, 108-114 Golden Lane

London, EC1Y 0TL

We are a charity funded by the Department of Health and Social Care providing a two year fast track route into mental health services. We offer remarkable graduates and career-changers a training programme in mental health social work with an emphasis on high quality practice. Through the programme and our wider work, we attract talented people into mental health services and spread social approaches to mental health across society.

Think Ahead is a ‘data controller’ for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation (2016). This means we are responsible for, and control the processing of, your personal information.

### **Personal information we collect and process about you**

The data we may collect from you during your application, assessment and enrolment on the programme includes:

- Biographic details including name, title date of birth, age and gender.



- Contact details including home address, business, email, telephone, LinkedIn, Twitter etc.
- Education information and your other connections with Think Ahead including student clubs, societies, affiliations etc.),
- Employment/career details.
- Your interests.
- Health related information, access and dietary requirements if attending an event.
- Family and partner/spouse details.
- Voluntary activity.
- Records of communication with Think Ahead.
- Event attendance.
- Videos; including those that you have provided as part of your application process.
- Identification numbers and online Identifiers.
- Expressions of opinion about you or indications as to our intentions about you.
- Bank account details (for the payment of bursaries and expenses).

Some of this information is sensitive and confidential in nature. We only collect this at the point in the process we need it and we keep it under constant review with strict policies in place to protect this information.

## **How we use your information**

We use this information during the application process to:

- Asses your suitability for the role.
- Support you with your application.
- Monitor and evaluate the application process.

If you are successful in your application we will then use your information to:

- Support you during your time on the programme.
- Monitor, evaluate and ultimately improve our programme.

## **Sharing your information**

The personal information you provide will only ever be shared on a need to know basis and always in accordance with our data protection obligations. Below are some of the organisations and parties we may share your information with:

- The universities who we partner with to deliver the academic programme.



- Local authorities and NHS trusts where you will be on placement.
- External and internal auditors.
- Third parties who help us deliver the programme.

Whenever we share information we always require strict compliance with data protection legislation and we ensure appropriate controls are in place to protect it.

## **Legal basis for using your information**

We will only use your personal information when the law allows us to.

In applying for a place on our programme we process your personal information under the contract basis, as you have made that request to enter into a personal contract with us.

We may also process your personal information where we need to comply with a legal obligation such as providing information to HMRC or responding to requests from other public and government bodies.

## **Data retention**

If you are unsuccessful in the application process we will no longer contact you unless you have provided consent for us to email you with news and updates. We retain limited personal information indefinitely on applicants to our programme for research and statistical information purposes only.

We will retain and continue to process your personal information whilst you remain a participant and subsequently a member of our alumni.

Should you cease to be a participant or member of our alumni we will no longer contact you unless you have provided consent for us to do so. Under our legal obligations to HMRC and other government bodies we will retain contractual information in accordance with laws and regulations. We retain limited personal information indefinitely for research and statistical information purposes only.

## **Your rights**

Under the General Data Protection Regulation you have a number of rights free of charge.

- Right of access – you have the right to request a copy of the information that we hold about you.



- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Think Ahead refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain.

Should you wish to exercise any of these rights please contact us using any of the methods above. We will need to verify your personal identity before we respond to your request.

## **Making a complaint**

In the event that you have a complaint about how your information is being collected, held, or processed by Think Ahead, please email us on [hello@thinkahead.org](mailto:hello@thinkahead.org) with details of your complaint and the outcome you seek.

You also have the right to make a complaint to the data protection supervisory authority:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
<https://ico.org.uk/global/contact-us/>