**TOPSOIL Bursary Privacy Notice**

**Who are we?**

British Sugar TOPSOIL is a trading division of British Sugar PLC registered in England and Wales under company number 02400085 *(*called in this notice “**we**”, “**our**” or “**us**”) is the data controller of any information you submit in support of your application.

**Purpose of this notice**

This notice tells you how we use data you submit when you submit an application to us for a bursary. All applications are subject to our Terms and Conditions [*include hyperlink to bursary ts and cs*].

It also tells you how you can exercise your rights.

**What data do we use and how long do we keep it?**

We use information you supply in support of your application so that we can consider your application and assess your suitability in accordance with our published criteria**.** We need your information so that we can take steps at your request prior to entering into a contract and we will only ask for information that is required for us to progress your application.

We retain information supplied by unsuccessful applicants for no longer than 12 months following a relevant decision.

If your application is successful, relevant information will be used for the purpose of administrating your subsequent bursary and will be retained and used as further explained in our terms and conditions.

**Who do we share it with and where is it stored?**

We contact referees and your employer, if you have one, whose details you have supplied so that we can verify information you have supplied in relation to your application.

Otherwise we will not share your information with any third party unless:

* we have your permission;
* we are required to do so by law;
* this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or
* this is necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser’s advisers and will be passed to the new owners).

Any information you send us in support of your employment application is stored within, and not transferred outside of, the United Kingdom.

**Your Rights**

You have the right to ask us at any time for a copy of your personal data. In relation to personal data you supply to us electronically, and which is held by us for the purpose of entering into a contract between us or on the basis of your consent, you are entitled to ask us for a copy of this information in a structured, commonly used and machine readable format so that you can reuse it or share it with other organisations.

If you think the personal data we hold about you is inaccurate or incomplete, you can ask us to correct it or complete it.

There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we are required by law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you wish to exercise any of these rights please contact us using the details below.

**Contacting us and your rights of complaint**

Questions, comments, or requests concerning this privacy notice are welcomed and should be addressed to National TOPSOIL Manager, British Sugar PLC, 1 Samson Place, London Rd, Hampton, Peterborough PE7 8QJ or email topsoil@britishsugar.com

If you have a concern about the way, we handle your personal data you have the right to complain to the Information Commissioner (ICO). You can find details of how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.