

**The
information
you share with
us (privacy
notice)**



How your information will be used

This notice sets out what we, the Children's Commissioner for Wales, will do with your application form.

When you give us your information through the application form, there are rules we have to follow called Data Protection laws.

These laws tell us that we have to keep your information safe, and not share it with anyone else.

We are **the data controller**, which means that that it's up to us to make sure your information is kept safe in this way.

We use a company called Snap Surveys to make our application forms. They are **the data processor**, which means they help us to collect the information.

They have their own privacy notice, which you can read [here](#), which says how they help keep people's information safe.

What's the information we're collecting and why?

We'll use the information you give us to decide whether to offer you a place on our advisory panel.

We'll use the contact details you give us to contact you if we need to.

We might use it to give you extra support, if you tell us you need it.

We do not collect more information than we need to, and will not keep it for longer than we need to.

You don't have to give us the information we ask for but it may affect your application if you don't.

We'll ask you to give us information to help us make sure we give everyone the same opportunities. This information includes your gender, age, and ethnicity. There is a law that says we have to do this: the Equality Act 2010.

But you don't have to give us that information, and if you don't, it won't affect your application.

We won't make the information available to any staff outside our recruitment team. We have to publish information about how we give everyone the same opportunities. When we publish this information, we don't publish names, so no-one will know that it's information about you

Who will have access to the information?

Staff working for the Children's Commissioner will have access to your information.

Your information will not be shared with anyone else.

Where will the information be stored?

We're using a company called Snap Surveys to make our application forms.

This means that the information you put into the form will be collected for us by Snap Surveys, and stored in the UK.



You can read more about where the information will be safely stored on Snap Survey's [Privacy Notice](#).

We'll then be able to read the information you've put into the Snap Surveys application form. We will store the information on our secure servers, based in the UK.

How long will we keep your information?

Snap Survey's [privacy notice](#) includes details of how long they'll keep your information.

If you're selected to be a member of our panel, we will keep your information as long as you're a member. We'll securely destroy the information 12 months after you've left the panel.

If you are not successful, we will keep your information for 1 year following the closing date and after that, we'll destroy it securely.

Why we need to collect, hold and use your personal information

By law, we have to have a good reason (known as 'legal basis') to collect and use your information.

Although we do not have to recruit an advisory panel of young people, we feel that it's a really important part of how we work, to make sure we always listen to children and share their views, and to help us promote and protect children's rights.

There is a law that says that we have to promote and protect children's rights; this is called our 'public function' - the service we offer to the people of Wales.

Therefore, we collect and use your information to perform a task in the public interest.

The law also requires us to make reasonable adjustments for disabled applicants and to make sure we follow other disability discrimination rules.

This means that we collect information about any disability you make have to make sure we are as accessible as possible and are able to support anyone with particular needs.

We also have to make sure we monitor the equality of our recruitment process. This is why we collect some information called 'special category data', such as health, religious or ethnicity information.

Your rights

You have the following rights over the information we hold about you:

- The right to be told about how your personal information is used.
- The right to see copies of your personal information.
- The right to change your information if it's inaccurate.
- The right to delete your personal information.



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- The right to restrict our use of your personal information.
- The right to get an accessible electronic version of your personal data.
- The right to stop us using your personal information.

If you would like to use any of these rights, ask a question or make a complaint about how your information is used, then please contact our Data Protection Officer by emailing Post@childcomwales.org.uk or calling 01792 765600.

How to complain

You can complain to our Data Protection Officer if you are unhappy with how we have used your data. They'll try to resolve any issues or concerns you may have. If after your complaint you're still unhappy with our response, you can complain to the Information Commissioner's Office, also known as the ICO. Here's how you can contact the ICO:
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF // Helpline number: 0303 123 1113



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