

Introduction

This Privacy Notice describes how the Department of Computing Society ("DoCSoc", "we", "our", "Society"), as a Data Controller, collects, uses and retains your personal data for the DoCSoc Sponsors Portal ("Sponsors Portal"). This Privacy Notice applies to all members of DoCSoc and any individuals who have provided personal data to DoCSoc. This Privacy Notice applies to Members of the Society and Sponsors using the Sponsors Portal.

Who we are

The Department of Computing Society (DoCSoc) is a society run by student volunteers under the Imperial College Union, a registered charity (Registered Charity No. 1151241). The Society caters to a select group of students at Imperial College London (the "College" or "Imperial").

Personal information we hold about you

We may collect and use the following information from you if you are a Member:

- Personal details such as name, College username and your membership status of the Society
- Recruitment data such as CVs, cover letters and any other documents you give to us when applying to a Sponsor

No personal information is collected if you are a Sponsor.

Why we collect your personal information and the lawful basis for processing

If you are a Member, the Sponsors Portal only collects information which you consent to give when logging in and applying to a company. We store and use this information only to fulfil the functionality of the Sponsors Portal as a job applications portal.

No personal information is collected or processed if you are a Sponsor.

Who we share your data with

If you are a Member, we only share your personal information with Sponsors who you have individually consented to sharing your information. Sponsors use your information as part of their recruitment process. A full list of up-to-date Sponsors can be found at <https://docsoc.co.uk/>.

No data is shared if you are a Sponsor.

How long we keep your data

Data is stored until the yearly committee changeover, which happens less than two months after the end of the College's summer term. At this point, all data is cleared from the system.

Your rights in relation to personal data

Under law, you have the right to:

- Request access to personal information (i.e., by sending a *subject access request*)
- Request correction and deletion of personal information
- Request inaccurate data to be rectified
- Request restriction of your data being processed
- Withdraw consent to use your personal information

To exercise your rights, you must submit your request in writing (via email or letter) to the contact details below. Your request will be processed within one (1) calendar month.

Contact Details

DoCSoc is not required to appoint a Data Protection Officer. If you would like to exercise your rights or make a query relating to data protection, please direct your query to:

DoCSoc (605) c/o Secretary
Imperial College Union
Beit Quadrangle
Prince Consort Road
London
SW7 2BB

Email: docsoc@imperial.ac.uk