



## **SPOTLIGHT**

### **Privacy Notice**

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Your data is being collected by Spotlight, whose privacy notice can be found [here](#).

The data controller for this information is Spotlight. This volunteer application tracking system is facilitated through Google Forms.

To make an inquiry, a request for your personal information held as part of this process, or to arrange for any mistakes to be corrected, you may contact the Director, Nasma Hassan ([nasma.hassan@spotlight.org.in](mailto:nasma.hassan@spotlight.org.in)).

#### **Why do we need your information?**

The data on this form is being gathered for the purpose of assessing your suitability for the Volunteer and, if recruited, Spotlight will use this information to form the basis of your volunteer personnel file. It is also used for the Volunteer Update Service, so interested candidates can be informed regarding a new recruitment cycle.

We consider that it is in the legitimate interest of Spotlight to process your information for these purposes.



## **What kind of information do you need to provide?**

To update you regarding the new recruitment cycle through the Volunteer Update Service, you will need to provide personal information such as your name, your email address, as well as your phone number. On the other hand, for volunteer applications, personal information such as name, email address, phone number, alternate phone number and address are collected.

## **What will we do with the information you provide?**

The information you provide will be held by Spotlight and will only be used to assess your suitability for the Volunteer role and/or to update you regarding the recruitment process.

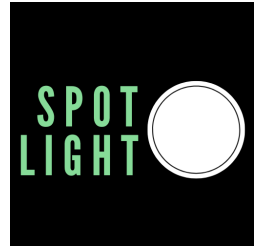
We may also share information with 3rd parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect a child or vulnerable adult.

We may also share this information with the police or other government agencies if it is necessary for the following purposes:

- The prevention or detection of crime
- The apprehension or prosecution of offenders
- The assessment or collection of any tax or duty or any imposition of a similar nature

## **How long will we keep the information?**

The information that you supply to us will be kept on file for 6 months unless you use the Volunteer Update Service or you are successfully recruited as a Volunteer with Spotlight in which case your details will form part of your volunteer personnel file permanently.



If you are unsuccessful in the recruitment at any point in the process or withdraw, we shall hold your volunteer application and other information supplied and any notes made by ourselves on our file for a period of 400 days after the closing of that specific recruitment process.

### **What are your rights?**

According to Section 43A and Section 72A of the Information Technology Act (2000) (IT Act), which gives you a right to compensation for improper disclosure of personal information. You also have the Right to access information, wherein you can access information provided by you upon request. If information we hold about you is factually inaccurate, you have the right to have it corrected.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which Spotlight holds about you *you can make a verbal or written request by contacting:*

*Nasma Hassan,*

*Spotlight, Founder and Director*

*Tel: +91 8848551945*

*Email: [nasma.hassan@spotlight.org.in](mailto:nasma.hassan@spotlight.org.in)*