

Privacy Notice Requirements

Data Controller's name and business address.	
What information is being collected?	
Why it is being collected?	
Who is collecting it? (specific group/department)	
How is it collected? (via online questionnaire, application form etc.)	
How will it be used? (used to inform a project, used to offer a place, used to check viability of a programme etc.)	
Who will it be shared with? (consider internal & external 3rd parties)	
Whether SETU will or could transfer Personal Data outside of the European Economic Area and if the EU Commission has not determined if the recipient jurisdiction/country has adequate Data Protection laws in place (see https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection_en for information on this).	
How will it be stored? (secure, password protected database, on cloud-based platform etc. if this is the case include a link to the platforms privacy notice)	
How long will it be stored for? (retention policy guidelines)	
How will it be destroyed? (securely deleted, shredded etc.)	
Notice of the Data Subject's various GDPR rights including access rights, rectification, erasure, correction, restriction on processing, objection and portability of Personal Data held about them, and the means of exercising those rights (for example, who to contact).	
Notice of the Data Subject's right to lodge a complaint with the supervisory authority and SETU's lead supervisory authority details.	
Details of SETU's legal/contractual obligation to collect the data where required.	
Notice of whether the data subject is obliged to provide the Personal Data and the consequences of not providing the Personal Data.	
If Processing involves automatic decision making or profiling, the notice should explain the automatic decision-making logic and consequences of the Processing	
Any other information to guarantee "fair processing", as deemed necessary by the Function. For example, SETU should disclose where it may use the Personal Data in a manner not apparent to the Data Subject.	

