



Privacy Notice for W20 UK Delegation Recruitment

Last updated: August 2026

Who we are

W20 UK Delegation is responsible for deciding how and why your personal information is used. This means we are the *data controller* under UK data-protection law.

Contact Information

Address 35 Leopold Road, London, UK SW19 7JE

Email headstart7@aol.com

Telephone+44 7958902558

Information we collect

When you interact with us, we may collect:

- **Identity and contact information**, such as your name, address, email address and telephone number and the details of those you supply as referees on any application.
- **Communication information**, including enquiries, feedback and correspondence.

Please do not provide sensitive information, such as health, ethnicity, religion or criminal-conviction data, unless we specifically request it and explain why it is needed.

How we obtain your information

We may obtain personal information:

- **Directly from you**, including when you contact us, create an account or subscribe to communications.
- **From third parties** (of relevance to referees), for applicants who have supplied your name and contact details as a referee.

How we store your information

- Your data will be stored on a secure network, with access restricted to the W20 UK Delegation.

Why we use your information

Purpose	Information used	Lawful basis
To answer enquiries	Contact and communication information	Legitimate interests
Direct Personal data	Work and education history, contact information, any additional information you may provide for processing and progressing your application	Legitimate interests

Where we rely on **legitimate interests**, our interests are operating and improving the objectives of W20 UK through recruitment to the W20 UK Delegation. We consider whether those interests are outweighed by your rights.

You may withdraw consent at any time by contacting us. Withdrawal does not affect processing carried out before consent was withdrawn.

Who receives your information

We will not share personal information with anyone outside the W20 UK Delegation.

We do not normally transfer personal information outside the UK.

How long we keep information

We retain personal information only for as long as is reasonably necessary for the purposes described in this notice, including legal, accounting and reporting requirements. For application to become part of the W20 UK Delegation, we will securely delete all of your data within 6 months of making the final decision to recruit.

How we protect information

We rely on appropriate technical safeguards to protect personal information against accidental loss, misuse, unauthorised access, alteration or disclosure. Access is restricted to people on the W20 UK Delegation who need the information for legitimate purposes.

No internet transmission or storage system is completely secure, but we regularly review our safeguards.

Your rights

Depending on the circumstances, you may have the right to:

- **Access** personal information held about you.
- **Correct** inaccurate or incomplete information.
- **Request deletion** of your information.
- **Restrict** how your information is used.
- **Object** to certain processing.
- **Receive or transfer** certain information in a portable format.
- **Withdraw consent** where processing is based on consent.
- **Complain** to the Information Commissioner's Office.

Some rights are subject to legal limitations. We may ask for proof of identity before responding and will normally respond within one month.

Children's information

Our recruitment is not intended for people under 18 and we do not knowingly collect their personal information.

Complaints

Please contact us first so we can investigate your concern.

You may also complain to the **Information Commissioner's Office (ICO)**:

- Website: ico.org.uk
- Telephone: +44 303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Changes to this notice

We may update this notice when our practices or legal obligations change. The current version will be published showing its latest revision date (210826).