

Dear Applicant

### **Privacy notice for applicants (permanent/casual workers)**

We collect and process personal data relating to applicants to assist us through the application/recruitment process.

The UK General Data Protection Regulation (UK GDPR) and data protection law places an obligation on organisations to tell applicants why we collect your data, what we do with it, and how long we expect to retain it.

Under UK GDPR, we are permitted to hold and process data about you because you have applied to work with us. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

#### **What information do we collect?**

We collect and process a range of information about you throughout the application/recruitment process. This includes, but is not limited to:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment/volunteering history, including start and end dates, with previous employers/organisations;
- your nationality and entitlement to work in the UK;
- your criminal record;
- your vaccination status and details of any medical exemption;
- information about any medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments;
- equal opportunities monitoring data including information about your ethnic origin, sexual orientation and religion or belief. We may collect this information in a variety of ways. For example, data might be collected via application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you during the application process.

We will seek information from third parties with your consent only.

Data collected at the application stage will be stored in a range of different places, including in your recruitment file, in our People management systems and in other IT systems (including email systems).

#### **Why do we process personal data?**

In some cases, we need to process data to ensure we are complying with our legal obligations. For example, we are required to check an employee's/workers entitlement to work in the UK.

In other cases, we have a legitimate interest in processing personal data before the employment relationship. Processing employee/worker data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date applicant records and contact details

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (in relation to employees/workers with disabilities).

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that we use for these purposes is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Biometric data, for example your fingerprint, may be needed if you will be working in a location where fingerprint access is the only way to enter the building. This data would only be kept securely at the service, would not be shared with anyone and will be deleted when you no longer work in the service.

### **Who has access to my information?**

Your information may be shared internally, including with members of the People and Performance Team and recruiting line managers/administrators.

We share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

We also share your data with third parties that process data on our behalf and the provision of occupational health services.

We will not transfer your data to countries outside the European Union.

### **How do you protect my information?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **How long do you keep my information?**

We will hold your personal data for the duration of your employment/work with the organisation if you are successful in obtaining a role with us, or for 6 months if you are not successful in obtaining a role. The periods your data is held after the end of employment depends on the nature of the information. This is set out in our data storage procedures and carried out in line with relevant legal guidelines. Details are available on request.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the People and Performance Team in the first instance, or the Data Protection Officer (contact details below).

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

## **What if I do not provide you with my personal information?**

You have obligations to provide us with personal information.

Certain information, such as contact details, and your right to work in the UK, have to be provided to enable us to progress your application and potentially enter into a contract of employment/agreement with you. If you do not provide this information, this will hinder our ability to process your application to work with us.

## **Automated decision-making**

Employment decisions are not based on automated decision-making. This means we don't make decisions without any human involvement.

If you need this information in a different format, please contact the Data Protection Officer as below.



Yours sincerely

Mark Ferry  
Chief People Officer  
Choice Support

## **Data controller:**

Choice Support, Compass House, 84 Holland Road, Maidstone, Kent ME14 1UT

## **Data protection officer:**

Belinda Wabwire Moosbauer

[dataprotection@choicesupport.org.uk](mailto:dataprotection@choicesupport.org.uk)