



'it takes a whole village to raise a child'

THE DRY ARCH CHILDREN'S CENTRE

PRIVACY NOTICE

Job Applicants during the recruitment process

Updated 5th July 2018

GDPR Privacy notice Job Applicants

WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Dry Arch Children’s Centre is committed to protecting the privacy and security of your personal information.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants during the recruitment process, as well as your rights in respect of such data.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE COLLECT AND HOW

We will collect, store, and use the following categories of personal information about you:

- Your name, address and contact details, including email address and telephone numbers.
- Details of your qualifications, skills and experience and employment history.
- Information from interviews
- Information about your current level of remuneration.
- Information about your entitlement to work in the UK.
- Equal Opportunities monitoring information, including religious belief and sex.

- Criminal background check.

We may collect this information in a variety of ways. For example data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you and you have provided your consent for us to do so.

Data will be stored in a range of places, including on your application record, in our HR management systems and our email system.

WHY DO THE DRY ARCH CHILDRENS CENTRE PROCESS PERSONAL DATA ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- During the recruitment process and for keeping records of the process.
- To allow us to manage the recruitment process by assessing and confirming the candidates suitability for the job.
- We need to respond and defend against a claim.
- To ensure we are complying with our legal obligations, for example when we are required to check a successful candidates eligibility to work in the UK before employment starts or to check a successful candidates criminal record.
- We may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability.
- We may process special category information such as religious belief or sex which is used for equal opportunities monitoring purposes.
- We process these types of data to ensure either you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend claims.
- We will not use your data for any purpose other than the recruitment process of which you are a part.

WHO HAS ACCESS TO THE DATA

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the HR Officer, interviewers involved in the recruitment process, and managers in the service area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer or employment is made. We will then share your data with former employers in order to obtain

references.

We may need to share your data with a regulator or otherwise to comply with the law.

HOW DO WE PROTECT DATA

We take the security of your data very 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 personnel in the proper performance of their duties.

HOW LONG DO WE KEEP YOUR DATA FOR

If your application for employment is unsuccessful, we will hold your data on file for 6 months. At the end of that period, your data is destroyed or deleted (unless we need to retain it for longer to exercise or defend any claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during our employment. The periods for which employee data is held is held within our Privacy Policy.

YOUR RIGHTS

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

- Access and obtain a copy of your data on request
- Ask for a change to incorrect or incomplete data.
- Ask to have data deleted or for data to stop being processed, for example where data is no longer necessary for the purpose of the processing.
- Object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing or:
- Ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact shauna.mcgroarty@dryarchcentre.co.uk or emma.dooher@dryarchcentre.co.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide data to The Dry Arch Children's Centre during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.