**Privacy Statement: Joining our Team**

Welcome to Home-Start Edinburgh West and South West – we are delighted that you wish to work with us.

When you apply for a job or a volunteer position with us, we require certain personal information from you. Your privacy is our priority and we treat all information about everyone we work with, from our staff and volunteers to our client families, as confidential. We will at all times comply with UK Data Protection Laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This privacy statement sets out the way in which we will use the information you provide as part of your application.

In particular we will:

* only ask you for information that’s necessary to assess your application and to be able to contact you about it
* keep all information you provide confidential and keep your information secure whether it’s in electronic or physical format
* only use that information for the purposes of the application process, for our legitimate interests or to fulfil legal or regulatory requirements
* use your personal information lawfully, fairly and in a transparent way
* keep your personal information accurate and up to date
* not share your information with any third parties without your permission - only people who must be involved in the application process will see that and
* keep your information only as long as it’s necessary, in line with our data retention policies.

**Who we are:**

We are Home-Start Edinburgh West and South West (HSEW). We are a charity and a Company Limited by Guarantee both registered in Scotland (registered number SC030624), with a registered address at 111 Oxgangs Road North Edinburgh EH14 1ED. Under Data Protection Law, we are the data controller of your personal information.

**What is personal information?**

Personal information means any information that identifies you.

When you first apply to work with us, we may ask for the following personal information:

* your name, address(es), email and telephone numbers
* your nationality, and whether you have a right to work in the UK
* your education, skills and qualifications
* previous jobs and volunteer roles
* where appropriate, your driving licence, passport or other proof of identity

We require this information in order to consider your application and suitability for the role, and to comply with our legal and regulatory obligations as a Scottish charity.

Under the Data Protection Laws, there is a “special category” of personal information that is treated with extra care, and which includes information about a person’s health, race and ethnicity, sexual orientation, political views, or religious beliefs. We may ask you to provide special category personal information during the application process, for equal opportunities reporting and to comply with our legal obligations.

If we ask you to provide equal opportunities information when you apply, you don’t have to give us this information and if you don’t it won’t affect your application. The equal opportunities information you give us at the application stage is anonymous, and the shortlisting panel won’t see it.  We’ll only use it to monitor equal opportunities statistics.

We’ll ask you to complete a Criminal Conviction Self Declaration form in line with our safe recruitment policy that requires disclosure of criminal convictions. If the lead interviewer thinks that others on the panel need to consider the information on your form, then they will share it with them.

We only ask you to provide special category personal information where we have a lawful basis to collect this information, which is to meet our duties as an employer or for the protection of children and vulnerable adults.

We do not use your personal information for automated profiling to make any decision about you.

**Referees**

As part of your application we ask you to provide details of two referees. One must be your current or most recent employer.  We will only contact your referees if we make you a conditional offer. You must ensure that you have permission from your referees to provide their details.

**Successful applicants**

If you’re successful and we offer you a job, or volunteering position we’ll ask you for more information.  The sorts of things we need to be able to employ you or submit your PVG application are things like your passport or other proof of identity, emergency contact details. We’ll keep your PVG information secure.

If your post is salaried we will ask for your bank details.

**Who do we share your personal information with?**

Only staff and trustees involved in processing or considering your application will have access to your personal information.

If we ask you to complete a PVG application, only the PVG signatory will see it and will only share PVG information with other staff if it’s necessary to make the right decisions about your employment or volunteering with us.

A third party provides our payroll services.  We’ll only share what’s necessary with them so that they can run our payroll and we use a secure file sharing system called Quatrix <http://www.quatrix.co.uk/>.

We will not share, sell or transfer your personal information with anyone else, without your consent or where we have a legal obligation to do so, or to comply with a court order or criminal investigation.

We do not transfer any of your personal information outside the UK.

**Our duty to you**

We must comply with our obligations under the Data Protection Laws which mean that we keep your personal information secure and protected from unlawful or wrongful disclosure and from any accidental loss or destruction. We use secure IT and filing systems and our staff are trained and are under an obligation to keep all personal information confidential.

**How long do we keep your personal information for?**

If you don’t get the job or volunteer position, we’ll keep the information from your application for 6 months.

If you are successful and decide to join us, the information you provide during the application process will remain part of your file.  We’ll keep this for 6 years after your employment with us ends or 12 months if you cease to volunteer.

We will comply any applicable retention periods required by law and our data retention policy.

**Your rights**

Under the Data Protection Laws, you have a number of rights in relation to your personal information. Depending on the circumstances, you may have the following rights:

* to receive information about the personal information we hold about you and to be provided with a copy of that information
* where we ask for your consent, to exercise your right to withdraw consent
* for your personal information to be updated, if inaccurate, or to ask us to stop processing or to delete that information
* to object to processing of your personal information
* to make a complaint

if you make a request for a copy of your personal information, we do not in most cases charge for this, unless the request is excessive.

**Contacting us**

If you have any queries about this Privacy Statement please contact us by one of the following means:

In writing: to Home-Start Edinburgh West and South West, 111 Oxgangs Road North Edinburgh EH14 1ED.

By email: to senior@hsew.co.uk

By telephone: 07833477816

**Complaints**

We hope that if you have a complaint you will contact us to resolve the problem. You have a right, if you are unhappy with how we use your personal information, to contact the Information Commissioner (ICO) <https://ico.org.uk/>

This Privacy Statement was updated in February 2019.