



## Job Applicant Privacy Notice

As part of any recruitment process, FetLor Youth Club (FetLor) collects and processes personal data relating to job applicants. FetLor 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?

FetLor collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number where this has been supplied on your CV/Cover Letter
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements where this has been supplied on your CV/Cover Letter
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; where this has been supplied on your CV/Cover Letter
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief – where this has been supplied

FetLor collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, online or face to face.

FetLor will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. FetLor will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does FetLor process personal data?

FetLor Youth Club needs to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you. In some cases, FetLor needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

FetLor has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to

FetLor is a registered charity no. SC013866 at 122 Crewe Road South, Edinburgh EH4 2JX manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. FetLor may also need to process data from job applicants to respond to and defend against legal claims.

FetLor processes health information only if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where FetLor processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes, but only with the consent of job applicants, which can be withdrawn at any time. For some roles, we are obliged to seek information about criminal convictions and offences. Where this is the case, we do so because it is necessary for it to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, FetLor do not habitually keep personal data on file in case there are future employment opportunities for which you may be suited. Nevertheless, if it is so required, FetLor will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

FetLor will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks. FetLor will not transfer your data outside the European Economic Area.

## **How does FetLor protect data?**

FetLor takes 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 proper performance of their duties, and is stored in a confidential electronic format, or locked physical storage with limited access.

## **For how long does FetLor keep data?**

If your application for employment is unsuccessful, FetLor will hold your data on file for 12 months after the end of the relevant recruitment process. If you request or agree to allow FetLor to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in an organizational privacy notice.

## 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 FetLor to change incorrect or incomplete data;
- require FetLor to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where FetLor is relying on its legitimate interests as the legal ground for processing; and
- ask FetLor to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override FetLor's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact FetLor, marking your message FAO: Operations Manager to [hello@fetlor.org.uk](mailto:hello@fetlor.org.uk)

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

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to FetLor during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.