



# Data Protection Privacy Notice for Job Applicants

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who collects the information?

Voluntary Action Orkney is a 'data controller' and gathers and uses certain information about you. Where VAO is also a 'data processor', we will process information received from third parties about you.

## Data Protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

## About the information we collect and hold

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it, and with whom it may be shared.

The table below also summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it, and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## Where information may be held

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

## How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful (and you become employed by us), the nature of the information concerned, and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims of things such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so, but we will first consider whether the records can be anonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available in our **Retention Policy**.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact Rosalind Aitken, Operations/Development Manager at [rosalind.aitken@vaorkney.org.uk](mailto:rosalind.aitken@vaorkney.org.uk) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask Hannah Ker for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Hannah Ker will provide you with further information about the right to be forgotten, if you ask for it.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Changes to what we do**

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

### **How to complain**

We hope that Rosalind Aitken can resolve any query or concern you raise about our use of your information.

## Schedule relating to the information we collect and hold

### Part A - Up to, and including, the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name and contact details (i.e. address, home and mobile phone numbers, e-mail address)</b>	From you	<ul style="list-style-type: none"> <li>• Legitimate interest: to carry out a fair recruitment process</li> <li>• Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</li> </ul>	<ul style="list-style-type: none"> <li>• To enable HR personnel and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome</li> <li>• To inform the relevant manager or department of your application</li> </ul>
<b>Details of your qualifications, experience, employment history (including job titles [salary] and working hours) and interests</b>	From you, in the completed application form and interview notes (if relevant)	<ul style="list-style-type: none"> <li>• Legitimate interest: to carry out a fair recruitment process</li> <li>• Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> <li>• The people making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewers will receive non-anonymised details</li> </ul>
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b>	From you, in a completed anonymised equal opportunity monitoring form	<ul style="list-style-type: none"> <li>• To comply with our legal obligations and for reasons of substantial public interest [equality of opportunity to treatment]</li> </ul>	<ul style="list-style-type: none"> <li>• To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</li> <li>• For further information, see ** below</li> </ul>
<b>Information regarding your criminal record</b>	From you, in your completed application form	<ul style="list-style-type: none"> <li>• To comply with our legal obligations</li> <li>• For reasons of substantial public interest [preventing or detecting unlawful acts, [suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty]</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> <li>• To carry out statutory checks</li> <li>• Information shared with DBS and other regulatory authorities as required</li> <li>• For further information, see ** below</li> </ul>
<b>Information regarding your academic and professional qualifications *</b>	From you, from your education provider and/or the relevant professional body	<ul style="list-style-type: none"> <li>• Legitimate interest: to verify the qualifications information provided by you</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> </ul>
<b>[Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)*</b>	From you and from the Disclosure and Barring Service (DBS) or CRBS/Disclosure Scotland	<ul style="list-style-type: none"> <li>• To perform the employment contract</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interest: to verify the criminal records information provided by you</li> <li>• For reasons of substantial public interest [preventing or detecting unlawful acts, [suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty]</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> <li>• To carry out statutory checks</li> <li>• Information shared with DBS or Disclosure Scotland and other regulatory authorities as required</li> <li>• For further information see ** below</li> </ul>

<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information *</b>	From you and, where necessary, the Home Office	<ul style="list-style-type: none"> <li>• To enter into/perform the employment contract</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interest: to maintain employment records</li> </ul>	<ul style="list-style-type: none"> <li>• To carry out right to work checks</li> <li>• Information may be shared with the Home Office</li> </ul>
<b>A copy of your driving licence</b>	From you	<ul style="list-style-type: none"> <li>• To enter into/perform the employment contract</li> <li>• To comply with our legal obligations</li> <li>• To comply with the terms of our insurance</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> <li>• To ensure that you have a clean driving licence</li> <li>• Information may be shared with our insurer</li> </ul>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked \* above to us to enable us to verify your right to work and suitability for the position.

\* Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offences are set out in set out in the VAO Data Protection Policy and The Handling of Disclosure Information Policy.

\*\* Further information on the monitoring we undertake in the workplace and how we do this is available in our ICT Policy