



New Data Protection Privacy Notices

The new law on Data Protection came into force on 25 May 2018. I enclose a data protection privacy notice which you should read carefully and keep in a safe place as it contains important information about:

- who collects personal information about you;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- where we may hold your personal information (including details of any international transfers where that applies);
- how long we keep your information;
- your rights to correct and access your information and to ask for it to be erased;
- details of where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

The reason we are sending you this notice is to make sure we comply with new legislation governing data protection. We are not making any significant changes to the way in which we process information or the reasons for which we do so, but we are being even more open and transparent about what we do with the information we hold and process about you.

As a consequence of the new legislation, we will no longer be relying on your general 'consent' to us processing your personal information as a legitimate basis on which to undertake that processing. This means that, from 25 May 2018, we will no longer seek to rely on your consent to process your personal information provided as part of the recruitment process.

We wish to maintain our open and transparent approach in relation to the protection of personal information. Please therefore do not hesitate to contact us at the number or email address below and ask to speak to the Project Manager or Admin Support Worker, who will take action on any queries as soon as reasonably possible.

Yours sincerely,

The Management Team

Shakti Women's Aid

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Edinburgh EH7 5QY

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Privacy Notice - Recruitment

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 recruitment 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 when you apply for a job with us.

Who collects the information?

Shakti Women's Aid (the 'Organisation') is a 'data controller'. This means we gather and use certain information about you. Where the Organisation is also a 'data processor', we will process information received from third parties about you.

Data protection principles

We will comply with 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, up to and including the shortlisting stage of the recruitment process; 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 appoint as person, 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 to the needs of the organisation and the individual. We will notify you of any changes to information we collect or why we do it.

Where information may be held

Information may be held at our offices and 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 collected and the purposes for why it is processed.

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



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.

Retention periods can be found in the table that follows.

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

Please contact Shakti Women's Aid **at the address, email, and phone number below** (in accordance with applicable law) if 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 Shakti Women's Aid for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will provide you with further information, on request, about the 'right to be forgotten'.

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.

How to complain

If you have a query or concern about our use of your information or if you want to make a complaint about the way we have processed your personal information, you can contact us at the number or email address below and ask to speak to the CEO or Admin Support Worker, who will take action on any queries as soon as reasonably possible.

Shakti Women's Aid contact details

Norton Park,
57 Albion Road,
Edinburgh, EH7 5QY

Telephone number - 0131 475 2399
Email address - info@shaktiedinburgh.co.uk

If you are unhappy with our response, you can contact the ICO at <https://ico.org.uk/make-a-complaint/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.





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	How long we keep your information
<p>Your name and contact details (i.e. address, home and mobile phone numbers, email address)</p> <p>Details of your qualifications, experience, employment history (including job titles, salary and working hours, reasons for leaving) and interests</p> <p>Details of your referees</p> <p>Details of any restrictions about your right to work in the UK</p>	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest:</p> <p>To carry out a fair recruitment process, to progress your application and make an informed decision to shortlist, arrange interviews and inform you of the outcome at all stages and (if relevant) to recruit</p>	<p>To inform the panel member of your application</p> <p>To enable HR staff and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>The panel making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the panel will receive non-anonymised details.</p>	Six months after application date
<p>Guaranteed Interview Scheme (GIS)</p> <p>We offer disabled applicants the option of requesting to be considered under this scheme.</p>	From you, in the completed application form	<p>Legitimate interest:</p> <p>To carry out a fair recruitment process, to progress your application and make an informed decision to shortlist, arrange interviews and inform you of the outcome at all stages and (if relevant) to recruit</p>	<p>To inform the panel member of your application</p> <p>To enable HR staff and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome</p>	Six months after application date
Information regarding your criminal record	From you, in your completed application form	<p>To comply with our legal obligations.</p> <p>For reasons of substantial public interest preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with Disclosure and Barring Service and other regulatory authorities as required</p> <p>For further information, see ** below</p>	Six months after application date unless you are successful in which case it will be held in your personnel file for the duration of your employment and for six years after your employment has ended.



		protecting the public against dishonesty	
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Part B - Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information	How long we keep your information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers *	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel	Six months after application date unless you are successful in which case it will be held in your personnel file for the duration of your employment and for three months after your employment has ended.
Information regarding your academic and professional qualifications *	From you, from your education provider and/or the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision	Six months after application date unless you are successful in which case it will be held in your personnel file for the duration of your employment and for three months after your employment has ended.
Interview notes, presentations, essays	From you during your interview(s)	Legitimate Interest to make an informed decision to recruit.	To make an informed recruitment decision; information shared with relevant manager(s) and HR where you are successful	Six months after application date unless you are successful in which case they will be held in your personnel file for the duration of your employment and for three months after your employment has ended
Information regarding your criminal record contained in Basic, Standard or Enhanced criminal record checks checks*	From you and Disclosure Scotland	To comply with our legal obligations. For reasons of substantial public interest preventing or detecting	To make an informed recruitment decision To carry out statutory checks	Six months after application date unless you are successful in which case it will be held in your personnel file for the duration of



Information you will need to submit for above and PVG is – driving licence, utility bill, passport etc.	From you during your interview(s)	unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty]	Information shared with DBS or Disclosure Scotland and other regulatory authorities as required [For further information see ** below]	your employment and for six years after your employment has ended.
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information *	From you and, where necessary, the Home Office	To comply with our legal obligations	To carry out right to work checks Information may be shared with the Home Office	Six months after application date unless you are successful in which case it will be held in your personnel file for the duration of your employment and for six years after your employment has ended.
Occupational Health Check	From you and the organisation that carries out the checks	To perform the employment contract	To establish if any (reasonable) adjustments are required to the job you are being offered	Six months after application date unless you are successful in which case it will be held on your personnel file for the duration of your employment and for six years after your employment has ended

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 our Data Protection Policy.

