*Privacy statement relating to applicants for employment at Volunteer Glasgow*

Volunteer Glasgow is a registered charity (SC005462) and a company limited by guarantee (166042).  In collecting data from you Volunteer Glasgow is, in this case, acting as the Data Controller.

**What personal data do we collect?**

When you apply to us to be, and later engage as, a member of staff we ask you for the following data:

* Your name, address, postcode, telephone number, email address, N.I. number, educational qualifications, employment history, voluntary experience, details of relevant experience and reason for application, any adaptations required at interview or beyond, previous disciplinary or grievance procedures, previous complaints, names and contact details of 2 referees,

You will also be asked to complete an Equalities Monitoring Form which gathers information on the 9 protected characteristics as defined by The Equality Act of 2010;

age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race;

religion or belief; sex; sexual orientation

**Why do we collect this information?**

We collect your contact information in order that we may contact you for anything regarding your potential employment with us. We collect medical information to provide you with any support you may require e.g if you are invited to interview.

We collect data on protected characteristics in order to produce statistical analysis which helps us ensure that employment with us is fully accessible to all sections of the community and nobody is being disadvantaged. For example, if analysis showed that nobody with a disability had applied for employment it would be necessary to investigate, identify what aspects of our recruitment process may be causing this and put solutions in place

**What do we do with your information?**

Once supplied, your personal data is securely stored. Your contact details and equality information are stored separately, and equality information cannot be identified. Your data is used to produce an Annual Equalities Report, allowing Volunteer Glasgow to monitor and report on the accessibility of employment with us.

We will never share your information with a third party unless you directly request us to.

**Who has access to your information?**

Only staff responsible for the shortlisting and interview of applicants for employment with us will have access to your information.

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

If you are successful in your application your details will be retained as long as you remain in employment with Volunteer Glasgow. Should you be unsuccessful in your application your details will be destroyed after 3 months.

An Annual Equalities Report is produced in April of each year relating to the data held for the previous financial year. Once this is completed all data relating to the relevant financial year is deleted.

**What rights do you have with regard to your information?**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please contact the Personnel Manager at Volunteer Glasgow.

**Should I wish to, how do I complain about Volunteer Glasgow’s use of my information?**

If you have a complaint about our use of your information, you can

* Contact Volunteer Glasgow and make a complaint under our Complaints Procedure
* Contact the Information Commissioner’s Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)