

Welcome

We appreciate that when you apply for a position at Carers Link, you trust us with not only your contact details but also with a lot of personal and sensitive information. We use this information to process your application but we want you to understand what data we collect, why we collect it and what we do with it. We are committed to not only being transparent but also to meeting our data protection obligations under UK and EU Law.

This notice therefore sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does Carers Link collect and how?

Carers Link collects a range of information about prospective candidates. This includes:

Stage in Relationship	Personal Data Held	Sensitive Data?	Purpose of Processing	Who Shared With?	Lawful Basis for Processing	Retention Period
Pre-Employment STAFF Applications	Digital versions of: <ul style="list-style-type: none"> Application forms inc. employment & training history, qualifications Equal Opportunity Forms Cover letter/e-mail Criminal Conviction Declarations Handwritten notes from interviews 	Yes	<ul style="list-style-type: none"> Administering the Application Equal opportunities monitoring Making decisions about recruitment 	CEO, Office Manager and members of the short-listing panel	9(2)(a) – Explicit consent of the data subject 9(2)(b) – Obligations under employment law 6(1)(f) Legitimate interests	If rejected before interview stage, then all applications are deleted or shredded on appointment of new staff member i.e. within 12 weeks of closing date. Shortlisting details are maintained for 6 months in case of challenge to process. Successful candidate details are held for length of employment and 6 years post-employment
Appointed Staff	<ul style="list-style-type: none"> References received and formal offer of job Contract of employment 	Potentially	<ul style="list-style-type: none"> Administering the Application Making decisions about recruitment To minimise any potential disputes 	CEO, Office Manager and Operational Manager	6(1)(f) Legitimate interests 6(1)(b) Performance of contract	For length of employment. On leaving (for whatever reason), details shall be kept for 6 years unless there is an ongoing need and additional consent provided
Appointed Staff	Right to work documents	Yes	<ul style="list-style-type: none"> Checking right to work in the UK 	CEO, Office Manager	6(1)(c) Legal obligation 6(1)(b) Performance of contract 6(1)(f) Legitimate interests	For length of employment and 2 years post-employment
Appointed Staff	PVG membership and Criminal Convictions	Yes	<ul style="list-style-type: none"> Making decisions about recruitment To enable renewal of PVG membership Making decisions about continued employment 	CEO and Office Manager. If there is a concern then also with Management Team and potentially with Law at Work	9(2)(b) Obligations under employment law 6(1)(c) Legal obligation 6(1)(f) Legitimate interests	PVG Number retained for length of employment and 6 years post-employment. Actual Disclosure sent immediately for shredding once decisions made.

We may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will usually seek information from third parties only once a job offer has been made to you. If we require to do this beforehand, we will always check with you first.

Data will be stored in a range of different places, including on your application record, on our server (in a restricted access folder) and within our email system.

Why does Carers Link process personal data for Job Applicants?

The table/image above details the lawful basis under EU law for processing your data. We have 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 manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need 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.

Carers Link may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process 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.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to applicant data?

Your information may be shared internally within Carers Link for the purposes of the recruitment process but is normally restricted to the Management Team, namely the CEO, Head of Services, Operational Manager and Support Manager. Other staff or board members or third parties will only be involved if they have a line-management responsibility for the vacant post and/or are involved in the interviewing stage.

We will not share your data with other third parties, unless your application for employment is successful and an offer of employment is made. We will then share some specific data with former employers in order to obtain references. We will also be required to share your data with Disclosure Scotland for the purposes of PVG membership.

How does Carers Link protect applicant data?

Carers Link 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 staff in the proper performance of their duties.

For how long does Carers Link keep applicant data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- Access and obtain a copy of your data on request;
- Require Carers Link to change incorrect or incomplete data;
- Require Carers Link to delete or stop processing your data
- Object to the processing of your data where Carers Link is relying only on our legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact the CEO on jennifer@carerslink.org.uk. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Carers Link during the recruitment process. However, if you do not provide the information, we may not be able to fully process your application.