|  |  |
| --- | --- |
|  |  |

**Border Women’s Aid**

**Information Pack**

Women’s Domestic Abuse Support Worker

35 hours per week + 2 additional hours on a weekend rota.

X2 Posts

Salary: £21,497.11 pro-rata

Funding expected until September 2023

**Contents**

1. **Letter**
2. **Guidance on Completing the Application Form**
3. **Child Protection Statement**
4. **Principles of Practice in Supporting and Protecting Vulnerable Adults**
5. **Job Description**
6. **Person Specification**
7. **Application form**
8. **Disclosure of Criminal Convictions Statement**
9. **Equal and Diversity Monitoring Form**

**10. GDPR – Privacy Notice**

January 2022

Dear Candidate,

Thank you for your interest in applying for a Support Worker post at Border Women’s Aid. Please find enclosed the following documents:

* Guidance on completing the application form
* Child Protection Statement
* Adult Protection Statement
* Job description and person specification
* Application form
* Disclosure of Criminal Convictions Statement
* Equality and Diversity Monitoring Form
* GDPR Privacy Notice

Background

Border Women’s Aid was started in 1984 and has been providing refuge provision for women and their children in the Scottish Borders for over thirty years. We currently have accommodation for two women with accompanying children. We also provide outreach support to women offering practical and emotional support. Our service is registered with The Care Inspectorate therefore the BWA manager, team leader and support workers are required to be eligible for registration with SSSC.

BWA is part of a range of services for women experiencing domestic abuse in the Scottish Borders. We are part of the Scottish Borders Violence Against Women Partnership. The Partnership brings together key services to develop a coordinated response to addressing domestic abuse in our area. We work closely in partnership with both statutory and voluntary partners to ensure seamless support for women who may require refuge accommodation or outreach support.

You can access our Annual Report from our website or request a copy from admin@borderwomensaid.co.uk.

The Post

We envisage the post being worked over 4 or 5 days a week with a need for these hours to be flexible to meet the demands of the service. Support Workers provide 2 hours telephone support at a weekend, this is on a rota basis, expected to be 1 weekend in 3. The job description contained in this pack provides full details of the post.

**Please note: the successful candidate would be required to travel between the office and refuge, within the Scottish Borders and occasionally further afield. You will therefore need to hold a driver’s license.**

What happens next

The closing date for applications is **9 February 2022** at 10am.

**Please do not send a curriculum vitae (CV) as this will not be considered.**

**You must meet the person-specification to reach the shortlisting stage.**

We will acknowledge receipt by email of all applications. Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. More details on this are in the attached Privacy Notice.

Interviews are expected to be held **week commencing 21 February 2022**.

If you would like to discuss your interest in the post, you are welcome to contact us. Please email admin@borderwomensaid.co.uk in the first instance so we can arrange that conversation.

We look forward to receiving your completed application form. Please return your application by email to admin@borderwomensaid.co.uk.

Yours faithfully

Carol Walker

Carol Walker

Service Manager

**Guidance on completing the application form**

Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information which appears on the form can be considered. It is important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.
2. The application form will be photocopied so that the form should be completed in black ink or typescript.
3. Section 4 asks you to demonstrate how your experience, abilities and skills relate to the person specification. This is your chance to explain why you are suitable for the job. It is not enough to say you have the experience. You must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.
4. Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.
5. Protection of Vulnerable Groups (PVG) Scheme Membership is required for this post.
6. Completing the Equality and Diversity Monitoring Form is voluntary but the information requested as it allows us to monitor equality and diversity in employment.
7. All applicants must complete all parts of the application form. If you are unable to scan a signed copy of the application form to us, we will ask you to sign it at interview.
8. Application forms must arrive by 10am on the closing date unless otherwise stated. Forms arriving late will not be considered.
9. It is our policy not to make a job offer without taking up references. References will be requested following interview for the preferred candidate. Please ensure the referees can provide a reference that reflects our requirements for the post.

**Child Protection Statement**

Border Women’s Aid (BWA) is committed to promoting the rights of children and young people. We are committed to upholding their right to be protected from abuse and harm and upholding their right to be involved in decisions that affect their lives. We believe that the welfare of children and young people should always be the most important consideration in decisions that affect them.

**Policy Aims**

Our Child Protection Policy has been produced by BWA to help encourage and maintain an environment where all children are valued and their right to safety is upheld and to ensure that the risk of children being harmed or abused is reduced.

**Safe Recruitment**

BWA will take all reasonable steps to ensure that unsuitable people are prevented from working with children through the use of safe recruitment processes.

**Child Protection**

Child protection is about protecting children from intentional or unintentional abuse and harm. Some forms of abuse include neglect, physical, sexual and emotional abuse.

All BWA workers have the following responsibilities:

* respecting and promoting the rights, wishes and feelings of children;
* recognising and being alert to the signs that children may need protection;
* taking appropriate actions to protect children who are at risk;
* working with families, within BWA and across agencies to support and protect children who are at risk;
* maintaining up-to-date records that detail concerns and risk factors in a child’s file;
* actively managing the sharing of information with other agencies when a child needs protection;
* keeping informed of current developments and understanding information about data protection, confidentiality, and other legal issues that impact on child protection;
* attending appropriate training in relation to child protection.

**Confidentiality in Child Protection**

Where BWA workers have concerns in relation to child protection, they will act in accordance with BWA child protection procedures. This may mean that confidentiality between the service user and worker cannot be maintained

**Supporting and protecting vulnerable adults’ statement**

Border Women’s Aid aims to provide the best possible service to the women we work with. We believe that women have the right to live a life free from abuse or harm and BWA is committed to providing services that empower women. Our Protection of Vulnerable Adults Policy defines Border Women’s Aid’s commitment to safeguarding vulnerable women who use the service.

**Border Women’s Aid is committed to:**

* actively work within the principles defined in national care standards: dignity, privacy, choice, safety, realising potential, equality and diversity;
* actively work together within an inter-agency framework;
* actively promote the empowerment and well-being of vulnerable women through the services we provide;
* act in a way which supports the rights of the individual to lead an independent life based on self-determination;
* recognise people who are unable to take their own decision and/or to protect themselves and their assets;
* recognise that the right to self-determination can involve risk and ensure that such risk is recognised and understood by all concerned, and minimised whenever possible;
* ensure the safety of vulnerable adults by integrating strategies, policies and services relevant to abuse within the legislative framework;
* ensure that, wherever possible, vulnerable women are protected from criminal acts;
* ensure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help, including advice, protection and support from relevant agencies;
* ensure that the law and statutory requirements are known and used appropriately so that vulnerable adults receive the protection of the law and access to the judicial process.



**Border Women’s Aid – Job Description**

**Job Title:** **Women’s Domestic Abuse Support Worker**

**Accountable to:** Team Leader

**Location:** Office base in Hawick but required to work throughout the Scottish Borders

**Salary:** £21,497.11 pro rata

**Other:** 35 hours with occasional evening work and an additional 2 hours on a weekend rota. There may be an opportunity to work part time. Funding for this post is expected until September 2023

**Organisation**

Border Women’s Aid (BWA) is a Scottish charity and limited company. We are a specialist support service that exists to provide safe temporary accommodation, with continuing support on securing a tenancy, for women and their accompanying children (if any) who are experiencing domestic abuse.

We also provide an outreach service to women 16+ experiencing domestic abuse or the impact of historical domestic abuse who choose not to access our refuge.

We are a feminist organisation which means we believe that all people are equal. We adhere to a gendered analysis of domestic abuse which means we believe that domestic abuse against women, perpetrated by men, is a result of gender inequality in society. We are women supporting women.

## Job Description

* To support women and their children who are experiencing domestic abuse through the provision of safe, temporary accommodation and personalised community support when leaving our accommodation.
* To provide outreach support to women who are or have experienced domestic abuse and who choose not to access our accommodation; helping them to understand the dynamics of domestic abuse through 1-1 sessions using BWA resources.
* Working sensitively with women, using conversational skills to support a focus on personal outcomes and asset-based approaches which will enable them to move on with their lives.
* Reporting to the Team Leader, you will be part of a staff team responsible for the smooth running of our refuge and the outreach service, ensuring all work is carried out to the highest standard in accordance with policies and procedures, National Care Standards and other relevant legislation and good practice guidelines.

**Main duties and responsibilities**

* To assess the suitability and need for safe housing, assist women to settle in to our accommodation where needed and consider alternative options if required.
* To ensure our refuge is prepared and ready for occupation.
* To carry out regular checks to ensure the refuge meets Health and Safety requirements.
* To work with women to assess levels of risk to them and implement risk management strategies.
* To support women to identify outcomes and develop a process to achieve these outcomes.
* To monitor the effectiveness of support by maintaining accurate and up to date records and statistics, including case notes, in accordance with BWA’s systems and procedures.
* To provide practical and emotional support for women by telephone, email and face to face contact, providing appropriate information and access to resources.
* To assist women by liaising with key partner agencies including Housing Services, Social Work, Domestic Abuse Risk Assessor, Health Services, Benefits and Legal Advocacy Services.
* To be a community link champion for women settling in new areas by assisting with community engagement and natural support networks reducing social isolation.
* To encourage, facilitate and provide direct support to women to engage in new activities, including employment, leisure, sport and learning opportunities within their local communities.
* To contribute to the culture and ethos of support for women and children and staff within BWA.
* To contribute to partnership working that supports positive outcomes for women and children and develops the reputation of BWA.
* To contribute to quality assurance processes which support a culture of continuous improvement within the organisation.
* To ensure all work is carried out in accordance with policies and procedures, National Care Standards, SSSC Codes of Practice and other relevant legislation and good practice guidelines.
* To support manager and colleagues in achieving BWA objectives by participating in staff meetings, away days, supervision and appraisal and training as required by BWA.

This job description cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Education, Qualifications, Training** | **Essential or desirable**  | **Assessment method** |
| HNC in Social Care or other relevant qualification to register as a housing support worker with the SSSC or relevant experience and willingness to train to meet the SSSC registration  | E | A |
| A high standard of verbal and written communication | E | AIR |
| Knowledge of Microsoft applications such as Word, Excel, Outlook | E | AIR |

|  |  |  |
| --- | --- | --- |
| **Skills/knowledge** | **Essential or desirable**  |  |
| A sound understanding and knowledge of a gendered analysis of domestic abuse and the impact on women and children. | E | AI |
| Ability to provide person centred, empathic and empowering support to vulnerable women.  | E | AIR |
| Ability to maintain work records and to keep appropriate monitoring and evaluation records to a high standard. | E | AIR |
| Ability to manage a caseload and work on own initiative in a busy environment | E | AIR |
| Understanding of trauma informed approaches to support. | E | AI |
| Ability to work with women with varying and complex needs in a way which promotes safety and empowerment.  | E | AI |
| Ability to work positively as a team member contributing to the quality of service delivered and its continuing improvement. | E | AIR |
| Understanding of risk assessment and risk management and an ability to contribute to multi agency safety planning. | E | AIR |
| Understanding of child protection and adult support and protection procedures  | E | A |
| Understanding of the SSSC code of practice and National Care Standards | E | AI |

|  |  |  |
| --- | --- | --- |
|  **Experience** | **Essential or desirable**  | **Assessment method** |
| Experience of working with a client group with multiple and complex needs | D | AI |
| Experience of risk assessment and risk management  | E | AI |
| Experience of working as part of a team | E | AI |
| Experience of interagency work when providing support to vulnerable women | D | AI |
| Experience of lone working and an understanding of the risks associated with lone working | D | AI |

|  |  |  |
| --- | --- | --- |
| **Personal qualities** | **Essential or desirable**  | **Assessment method** |
| Honest and trustworthy | E | AR |
| Committed to working in an inclusive and anti-discriminatory manner | E | AI |
| Awareness of the impact of working with women in crisis on both yourself and other practitioners | E | AIR |
| Understanding of and ability to use reflective practice | E | AI |
| Non-judgmental, respectful, warm and empathetic | E | AI |
| Assertive of your needs and others | E | AI |
| Commitment to developing mutually supportive and open relationships with colleagues | E | AIR |
| Adaptable/flexible to accommodate changing priorities | E | AIR |
| Commitment to service improvement | E | AIR |

 A = Application I = Interview R = References

**APPLICATION FORM -** Please refer to guidance notes before completing this application form

|  |  |
| --- | --- |
| **Post Applied For** | **Women’s Domestic Abuse Support Worker** |
| **Applicant Number** | Office use only |

**PERSONAL INFORMATION -** (Confidential, the top 2 sheets will be removed and not used for shortlisting purposes)

**1. Personal Details**

|  |  |
| --- | --- |
| **First Names**  | **Surname**  |
| **Address** **Post Code**  | **Telephone Numbers** **Work****Home****Mobile****Email** |

**2. General**

Please give two referees. One must your current or most recent employer. References will only be sought after interview.

|  |  |
| --- | --- |
| **Contact prior to interview: Y / N****Name:** **Job title:****Address:****Post Code:****Tel. No.:****Relationship:** | **Contact prior to interview: Y / N****Name:****Job title:****Address:****Post Code:****Tel. No.:****Relationship:** |

1. **What is your current post title?**
2. **Period of notice required by current employer?**
3. **Are there any adjustments that BWA will need to make should you be invited to interview? Please state what these are.**
4. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment? Yes/No**

**If Yes, please provide details**

1. **If you are successful in your application will you require a work permit prior to taking up employment? Yes/No**

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above). Our Privacy Notice is also attached for your information.

|  |
| --- |
| **DECLARATION**  |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that BWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and disclosure check.Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**All Women’s Aid work involves direct contact with women in fear of male violence. Women only need apply under Schedule 9 (part 1) of The Equality Act 2010**

Application Number (for office use only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Employment History** (start with the current or most recent post and only include other posts that are relevant to the application).

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
|  |  |  |  |

**2. Relevant Educational, Technical & Professional Qualifications**

Please name any institute or professional body in full and include attainment level or professional registration number. School qualifications do not need to be included.

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
|  |  |  |

**3. Personal Development**

Include any courses, membership, voluntary work that you consider relevant**.**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained, if any** | **Date Achieved** |
|  |  |  |

1. **Meeting the Person Specification**

 **(Refer to Guidance Notes)**

|  |
| --- |
| **EXPERIENCE, SKILLS & KNOWLEDGE** |

|  |
| --- |
| **EXPERIENCE SKILLS & KNOWLEDGE (continued)** |
|  |

**Border Women’s Aid**

**Disclosure of Criminal Convictions Statement**

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose all convictions (spent and unspent), cautions, warnings and reprimands and any relevant non-conviction information. Short listed candidates will be asked to provide this information prior to interview and sign a declaration that the information provided in true and correct.

# Equality and diversity monitoring form

**Border Women’s Aid** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and monitoring recruitment responses. BWA needs your help and co-operation to enable it to do this, **but filling in this form is voluntary.**

The information you provide will stay confidential, and be stored securely and limited to only to the recruitment officer for monitoring purposes only. Please return the completed form with your application or bring it with you if you are invited to interview and you are more comfortable with that.

**Gender**

Female Prefer not to say

**Are you married or in a civil partnership?**

Yes No Prefer not to say

**Age – please circle**

16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64

over 65 prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

|  |  |
| --- | --- |
| White |  |
| Scottish | English | Welsh | Irish | Northern Irish | Any other white background | Prefer not to say |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Mixed/multiple Ethnic |  |
| White and black Caribbean | White and black African | White and Asian | Any other mixed background | Prefer not to say |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Asian/Asian British |  |  |
| Indian | Pakistani | Bangladeshi | Chinese | Any other Asian background | Prefer not to say |
|  |  |  |  |  |  |

|  |
| --- |
| Black/African/Caribbean/black British |
| African | Caribbean | Any other black/African/Caribbean background | Prefer not to say |
|  |  |  |  |

|  |  |
| --- | --- |
| Other Ethnic Group |  |
| Arab | Any other ethnic group | Prefer not to say |
|  |  |  |

**Do you consider yourself to have a disability or health condition? Please circle**

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager.

|  |  |
| --- | --- |
| What is your sexual orientation? |  |
| Heterosexual | Gay woman/lesbian | Bisexual | Other – please write in | Prefer not to say |
|  |  |  |  |  |

|  |  |
| --- | --- |
| What is your religion or belief? |  |
| No religion or belief | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Other | Prefer not to say |
|  |  |  |  |  |  |  |  |  |

**What is your current working pattern (if working)?**

Full-time Part-time Prefer not to say

**Do you have caring responsibilities? If yes, please tick all that apply**

|  |  |
| --- | --- |
| None |  |
| Primary carer of a child(ren) (under 18) |  |
| Primary carer of a disabled child(ren) (under 18) |  |
| Primary carer of a disabled adult (over 18) |  |
| Primary carer of an older person |  |
| Prefer not to say |  |

Thank you for taking the time to complete this form.

Please return it with your application form by email to: admin@borderwomensaid.co.uk

Alternatively, you can return it by marked

CONFIDENTIAL

Administrative Officer

Border Women’s Aid

Unit 5b Liddesdale Road

Hawick

TD9 0BN

**Private and confidential**

Dear Applicant

**Data protection**

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 me using the details at the top of this letter and I will be pleased to help with any queries you might have.

Yours sincerely

Carol Walker

Carol Walker

Service Manager

**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?**

Border 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 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, 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 a 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 but will first consider whether the records can be pseudonymised, and how long it is reasonable to 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 Service Manager, Border Women’s Aid, Unit 5B, Liddesdale Road, Hawick TD9 0BN (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 Border 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 manager@borderwomensaid.co.uk in the first instance.

If you wish to contact our Board of Directors with your complaint, you can write to them at Board of Directors, Border Women’s Aid Ltd, Unit 5B Liddesdale Road, Hawick TD9 0BN.

If you are unhappy with our response, you can contact the Information Commissioner’s Office (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** |
| Your name and contact details (i.e. address, home and mobile phone numbers, email address)Details of your qualifications, experience, employment history (including job titles, salary and working hours, reasons for leaving) and interestsDetails of your refereesDetails of any restrictions about your right to work in the UK | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: 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 | To inform the panel member of your applicationTo enable HR staff and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcomeThe 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. | 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 |
| Guaranteed Interview Scheme (GIS) We offer disabled applicants the option of requesting to be considered under this scheme. | From you, in the completed application form | Legitimate interest: 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 | To inform the panel member of your applicationTo enable HR staff and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome  | 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 |
| Information regarding your criminal record | From you, in your completed application form | To comply with our legal obligations.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 | To make an informed recruitment decisionTo carry out statutory checksInformation shared with Disclosure and Barring Service and other regulatory authorities as requiredFor further information, see \*\* below | 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. |

**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 recruitTo maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice | To obtain the relevant reference about youTo comply with legal/regulatory obligationsInformation 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\*Protecting Vulnerable Groups (PVG) Scheme application will be required so proof of identity required in the form of birth certificate, passport, driving licence, National ID Card.  | From you and Disclosure Scotland | To comply with our legal obligations. 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]  | To make an informed recruitment decisionTo carry out statutory checksInformation shared with DBS or Disclosure Scotland and other regulatory authorities as required[For further information see \*\* below]  | 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.  |
| 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 checksInformation 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.