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| **Job Applicants**  **Privacy Notice** | Copy (1)ISlogo28 3 14 |

Thank you for your interest in working with us.

In applying for a job with us you are providing us with personal information (personal data). Under data protection law, we are obliged to tell you certain things as set out below.

**Who is the data controller?**

The data controller is Inclusion Scotland. If you have any questions or concerns about your rights or how we use your data you should contact [info@inclusionscotland.org](mailto:info@inclusionscotland.org) or call us on 0131 281 0860.

**Why are you collecting my data?**

The legal grounds for collecting and processing your personal data are that it is ‘in the legitimate interests of the employer’, in order to select and appoint people to fill vacant roles. It is also necessary for ‘the performance of a contract’ in the event that you are successful in your application.

**How will you use my data?**

We will use your personal data to

* Assess your application for employment in the role you have applied for
* Contact you in relation to your application for employment

**Who will have access to my data?**

Persons directly involved in the recruitment process. These are likely to be panel members, administrative or clerical workers, and any person called upon to advise the panel (for example lawyers or HR advisors).

**How will my data be stored?**

Paper documents will be stored securely in a lockable cabinet, and accessed only by those persons noted above, for the reasons noted above.

Electronic files will be password protected, and accessed only by those persons noted above, for the reasons noted above.

**How long will my data be kept for?**

Original documents will be retained for up to six months. Note that the documents may be used in evidence in the event that the employer is subject to any legal claims.

Photocopies of original documents made for the recruitment panel will be destroyed immediately after the appointment is made.

**How will my data be destroyed?**

Paper documents will be destroyed by confidential shredding. Electronic files will be securely deleted.

**What rights do I have regarding my personal data?**

You have the right to object to your data being processed. You have the right to access the data we hold on you (by making a ‘Subject Access Request’), and to request it to be deleted or corrected. You also have the right to make a complaint to the Information Commissioner’s Office (ICO), which is the regulator for data protection: [ico.org.uk/gdpr](https://ico.org.uk/gdpr).