

JOB APPLICANT PRIVACY NOTICE – ALBA Party

1. INTRODUCTION

1.1. As part of any recruitment process, Alba Party collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

2. WHAT INFORMATION DOES THE ORGANISATION COLLECT?

2.1. The organisation collects a range of information about you. This includes:

2.1.1. personal contact details such as name, title, addresses, telephone numbers, and email addresses;

2.1.2. age group;

2.1.3. Sex;

2.1.4. details of your qualifications, skills, experience and employment history;

2.1.5. details of whether you are an Alba Party Member;

2.1.6. information about your current level of remuneration and notice periods, and

2.1.7. information about your entitlement to work in the UK.

2.2. The organisation may also collect a range of “special category” information about you. This includes:

2.2.1. whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and

2.2.2. Whether you are a party member;

2.2.3. information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, and

2.2.4. information about criminal convictions and offences.

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

2.4. The organisation may also collect personal data about you from third parties, such as references supplied by former employers or character references. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

2.5. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3. WHY DOES THE ORGANISATION PROCESS PERSONAL DATA?

- 3.1. The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.
- 3.2. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3. The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4. The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.
- 3.5. For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.6. The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

4. WHO HAS ACCESS TO DATA?

- 4.1. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers including HQ Staff and members involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.
- 4.2. The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers and character references to obtain references for you.
- 4.3. The organisation will not transfer your data outside the European Economic Area.

5. HOW DOES THE ORGANISATION PROTECT DATA?

- 5.1. The organisation takes the security of your data seriously. It has 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 our employees in the proper performance of their duties. Systems are controlled by access controls.

6. FOR HOW LONG DOES THE ORGANISATION KEEP DATA?

6.1. If you are an external applicant and your application for employment is unsuccessful, the organisation will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

6.2. If you are an external applicant and 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 your data will be held for as an employee will be provided to you in a new privacy notice.

6.3. If you are an internal applicant and your application for employment is successful or unsuccessful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. . The periods for which your data will be held for as an employee will be provided to you in a new privacy notice.

7. YOUR RIGHTS

7.1. As a data subject, you have a number of rights. You can:

7.1.1. access and obtain a copy of your data on request;

7.1.2. require the organisation to change incorrect or incomplete data

7.1.3. require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

7.1.4. object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

7.2. If you would like to exercise any of these rights, please contact the Data Protection Officer on data@albaparty.org

7.3. The Party has appointed a Data Protection Officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, you can contact the DPO at data@albaparty.org

7.4. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

8. WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

8.1. You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

9. AUTOMATED DECISION MAKING

9.1. Recruitment processes are not based on automated decision-making.