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**Applicant Privacy Notice**

Glasgow Council on Alcohol

Glasgow Council on Alcohol (GCA) is a third sector volunteer led organisation which works with individuals, families and communities to promote health and wellbeing. We offer direct support for people to abstain from alcohol or reduce their alcohol consumption. We provide training, education and work with other agencies and communities to achieve our main aim of reducing harm caused by alcohol and drugs. We currently have over 60 volunteers and over 50 staff, all dedicated to the success of the agency. GCA is proud to be the oldest organisational member of COSCA and as such abides by the Statement of Ethics and Code of Practice.

As part of the recruitment process GCA collects and processes personal data relating to applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

# What information do we collect?

GCA collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience, employment and volunteering history;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.
* details of referees
* information relating to criminal convictions

GCA may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. If successful for interview you will be asked to bring a sealed envelope containing details of any criminal convictions (or to e-mail your details). These details will only be accessed in the event that you are successful in securing the placement. If you are unsuccessful, the details will not be accessed and will be securely destroyed (or deleted).

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job / placement offer to you has been made and will inform you that we are doing so.

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).

# Why does GCA process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

GCA has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from placement applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a placement. We may also need to process data from placement applicants to respond to and defend against legal claims.

GCA may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We may collect information relating to criminal convictions to determine suitability for working with protected vulnerable adults. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, GCA will keep your personal data for a period of six months in case of any queries arising from the recruitment process. Once this has elapsed, the data will be securely destroyed.

# Who has access to data?

For the purposes of the recruitment exercise your information may be shared between members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, including PVG check.

# How does GCA protect data?

We take 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 our employees in the proper performance of their duties.

# For how long does GCA keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

# Your rights

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

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* 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
* object to the processing of your data where GCA is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Compliance Officer at data@glasgowcouncilonalcohol.org

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

# What if you do not provide personal data?

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