



Privacy Information - Applicants

Who we are

PKAVS (Perth & Kinross Association of Voluntary Service Ltd.) is a charity registered with OSCR (SC005561), the charities' regulator in Scotland, and a company limited by guarantee, registered with Companies House (SC086065).

We can be contacted on:

01738 567076

recruitment@pkavs.org.uk

The Gateway
North Methven Street
Perth, PH1 5PP

We are a "data controller" for the purposes of the EU General Data Protection Regulation. This means that we are responsible for, and control the processing of, the personal information that you provide to us.

What information do we collect and why do we use it

To perform our work, we collect personal data from various groups of people including those accessing our services, volunteers, donors, supporters, and staff. We would like to collect the following personal information from you:

- Contact details – name(s), telephone numbers, email address, home address.
- Eligibility to work in the UK and work permits.
- Previous employment for PKAVS.
- Other employment – type and number of hours.
- Driving endorsements.
- Any criminal convictions or pending charges.
- Membership of PVG Scheme.
- Referee details – name, position, organisation, address, telephone number, email address, relationship to you, whether this is an employment or character reference, and permission to contact.
- Association with current PKAVS employees or members of the Board.
- Signature and date.
- Qualifications and memberships.
- Courses/training attended.
- Employment history – name of employer, address, nature of business, post held (from and to), current and expected salary, reasons for leaving or wishing to leave, notice required, duties and responsibilities.
- Evidence of meeting all requirements stated in the person specification (qualifications, experience, knowledge and understanding, skills and attributes).
- Voluntary work undertaken.
- Additional information you wish to share.
- Characteristics – gender, ethnic origin, disability, age group, sexual orientation and religion (not considered in the recruitment process).

This will help us to:

- To assess your suitability for current post (applicants will be given the opportunity to consent for PKAVS to contact them with any suitable opportunities arising within the next 12 months).
- To communicate with you.
- To conduct pre-employment checks.
- To compile an HR file (where you are successful in being appointed).

Legal basis for using your information

We can only process your personal data if there is a legal basis for doing so. Depending on the circumstances, we will make a decision on this legal basis and notify you of the reason.

We need to process your personal data prior to entering into a potential employment contract with you.

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

In other cases, we have a legitimate interest in processing your personal data during and after the end of the recruitment process, these include, to:

- Run the recruitment processes;
- Respond to and defend against legal claims;
- Maintain and promote equal opportunities within the workplace.

We 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 process such information to carry out its obligations and exercise specific rights in relation to employment law.

Criminal Conviction Data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data in the following ways:

- To ensure we protect vulnerable groups of people;
- To protect the finances of the charity.

Sharing your information

Depending on the reason for processing your personal data, it may be shared with other organisations. For example, personal data may be shared, where necessary, with other organisations that provide support/advice services such as statutory bodies or not-for-profit groups. In such cases, the personal data provided is only the minimum necessary to enable them to provide services to you.

Some examples of who we might share your information with are:

- Human Resources (complete application form).
- Shortlisting panel (Part 1 only). This may include service partners.
- Interview panel (Part 1 and 2). This may include service partners.

We would only share this information if it was in your best interests, and we would always make attempts to let you know that we are going to share this information.

We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority); or, in order to enforce our conditions of sale and other agreements.

Keeping your information safe

We take looking after your information very seriously. We have robust measures in place to protect the personal information we have under our control, both in electronic and paper form, from improper access, use, alteration, destruction, and loss.

We hold your information only as long as necessary for each purpose we use it. We regularly review what personal information we hold and delete what is no longer required.

We want to ensure you remain in control of your personal data. You are given important rights in relation to your personal data. These include:

- The right to ask us to remove your personal data from our records (though this will not apply where it is necessary for us to continue to use the data for a lawful reason),
- The right to have inaccurate data rectified,
- The right to request a copy of the information we hold about you (subject to exemptions as detailed in PKAVS Subject Access Request Procedure), and
- Where technically feasible, the right to obtain and reuse your personal data for your own purposes.

If you have any questions about how we use your data, would like to find out more about your rights, or have any other queries, please get in touch using the contact details above. If you would like to find out more about the law and your rights surrounding how people use your personal information you can visit the Information Commissioner's Office at www.ico.org.uk