

# BUILD RAISE INSPIRE TOGETHER

## **Candidate Privacy Statement**

Tiny Changes is committed to protecting the privacy and security of your personal information. This candidate privacy statement describes how we collect and use personal information about you during and after the recruitment and selection stage, in accordance with the General Data Protection Regulation (GDPR).

This privacy statement is applicable to you if you are applying for employment freelance contract or an engagement as a volunteer with us.

## **What is the purpose of this document?**

Tiny Changes is a data controller. This means we are responsible for deciding how we hold and use personal information about you. We are required by data protection law to give you the information in this privacy statement. It is important that you read and retain this statement, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

## **Data protection principles**

Tiny Changes complies with data protection law and principles which ensure that your personal information will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for the purposes of progressing your application.
- Relevant to the purposes we have told you about.
- Kept only as long as necessary.
- Kept securely.

## **What kind of information do we hold about you?**

While assessing your application for a paid role or a volunteer position, we will collect, store, and use the following:

- Information you have provided in your CV and covering letter.
- Information you have provided in the application process, including (but not limited to) name, title, address, telephone number, email address, date of birth, gender, employment history, qualifications, and employment references.
- Information you provide during an interview for a role or informal chat for a volunteer position

We may also process the following special categories of personal data:

- Diversity and inclusion information including race, ethnicity, sexual orientation, gender identity and religion (where not anonymised this will be with your explicit consent only).
- Information about your health, including any medical condition, or additional support needs.
- Information about criminal convictions (if applicable to the role)

## **How do we use sensitive personal information?**

We will use diversity and inclusion information to assist us with anonymous equal opportunities monitoring to evaluate the effectiveness of our recruitment process. If you choose to provide this information, it will not be used in the recruitment and selection process.

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.

We will use information about criminal convictions to decide whether to proceed with your application or offer (where applicable to the role). This information may be required to fulfill regulatory obligations.

### **How do we collect your personal information?**

We collect your personal information from the following:

- You, the candidate.
- Disclosure in respect of criminal convictions (if applicable to the job role).
- Your named referees for employment from whom we collect your previous job title, start date, end date and reason for leaving.
- For volunteer positions we ask the referee for relationship to applicant, length of time known, applicant's phone number and email address.

### **If you give us someone else's personal data**

Sometimes, you might provide us with another person's personal data. In such cases, we require you to inform the individual what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

### **How will we use information about you?**

- Communicate with you about the recruitment process.
- Assess your skills, qualifications, and suitability for the role.
- Carry out reference checks and criminal background checks, where applicable.
- Keep records relating to our recruitment and selection processes.
- Comply with legal/regulatory requirements.

Once we have received your CV, covering letter and/or application, our recruitment team will assess your application. You may also be invited to participate in assessments at this stage. The recruitment team and hiring manager will then shortlist applicants for the interview stage.

If after an interview, we decide to offer you a role, the recruitment team will contact your references and conduct any criminal checks (if required for your role) before confirming your appointment. You must also provide proof of your eligibility to work in the United Kingdom before you begin work.

### **If you fail to provide personal information**

The information we ask for in the recruitment process is used to assess your suitability for employment. Diversity and inclusion information is not considered as part of this assessment. You are not required to provide information we ask for; however, if you don't, it may affect our ability to progress your application.

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## Data sharing

### Why might you share my personal information with third parties?

Data processors are third parties who we contract to support our recruitment process. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We will not transfer your personal information outside the EU.

We will only share your personal information with third parties to process your application. They cannot process your personal information unless we have instructed them to do so. They will not share your information with anyone but us. Our third parties include:

- Qualification Check

If a qualification check is part of the screening for your initial role or ongoing employment, Tiny Changes will share your details with the awarding body or establishment of the qualification to validate the authenticity of the qualification that you hold.

- Previous Employment / References

If required by screening level, Tiny Changes will contact your previous employers to confirm employment history and or obtain references.

- Criminal Record Check / Disclosure Scotland

If a criminal record check and membership of the Protecting Vulnerable Groups Scheme is part of your screening, Tiny Changes with your consent, will share your information with the relevant disclosure body and meet the costs to check if you have a criminal record. In Scotland this is Disclosure Scotland.

## Data retention

### How long will you hold my personal data?

If your application is successful, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, monitoring and evaluation purposes, or reporting requirements.

If your application is unsuccessful, personal information you have provided will be retained for 12 months from the end of the recruitment campaign. We retain your personal information to demonstrate fairness and transparency in our recruitment process in case of a legal claim, after this period, we will securely destroy your personal information.

### How do we protect your personal information?

We have procedures in place to deal with suspected data breaches. Details of these measures may be obtained from the Chief Executive Officer. We will notify you and the Independent Commissioners Office (ICO) of a suspected breach where we are legally required to do so.

## Your rights

Under certain circumstances, by law you have the following rights to:

- Request access to your personal information.
- Request correction of personal information we hold about you.
- Request erasure of your personal information when you withdraw consent or there is no legal reason for us to continue to process it.

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- Object to processing of your personal information where we are relying on legitimate interest.
- Request the restriction of processing your personal information if you wish to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.
- If you would like to exercise any of these rights, please email [info@tinychanges.com](mailto:info@tinychanges.com)

### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent for processing your personal information, you have the right to withdraw your consent any time. To withdraw your consent, please email [info@tinychanges.com](mailto:info@tinychanges.com)

Once we have received notification that you have withdrawn consent, we will stop processing your personal information unless we have another legal basis for doing so.

### **Your duty to inform us of any changes**

It is important that the personal information we hold about you is accurate and complete. Please inform us promptly if your personal information changes.

### **Data protection queries**

If you have any questions about this privacy statement or how we handle your personal information, please contact [info@tinychanges.com](mailto:info@tinychanges.com)

Note too that you have the **right to make a complaint** at any time to the ICO, the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found [on their website](#).

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