

Job Applicants Privacy Notice

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 John White. If you have any questions or concerns about your rights or how we use your data you should contact him at john.white@stepstones.org.uk.

We (the organisation) collect and process personal data relating to our job applicants in order to manage the recruitment and selection process. We are committed to being transparent about how we collect and use data and to meeting our data protection obligations.

What data are we collecting?

The organisation 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 and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

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

The organisation will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. 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.

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. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

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.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. If so, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

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 during or in consequence of that recruitment process (e.g. 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. Any personal data provided to third parties (e.g. lawyers or HR advisors) will be anonymised and/or subject to confidentiality agreements.

We will not transfer your data outside of the UK.

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.

If 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 will be provided to you in a new privacy notice.

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?

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

- access and obtain a copy of your data by making a Subject |Access 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;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), which is the regulator for data protection.

What if I don't provide personal data?

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. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

How to contact us;

You can contact us about our privacy policy, how to withdraw consent or information we hold about you:

- by email; admin@stepstones.org.uk
- or write to us at: Stepping Stones, 63 Kilbowie Road, Clydebank. G811BL
- By telephone; 01419412929