



## **Job Applicant Privacy Notice**

As part of our recruitment process, Beira's Place - Edinburgh Women's Sexual Assault Support Centre collects and processes personal data relating to all those who may be applying for posts within the organisation.

Beira's Place is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **The information we collect**

Beira's Place collects a range of information about applicants. This includes:

- name, address and contact details, including email address and telephone number for each applicant
- details of the applicant's qualifications, skills, experience, and employment history
- whether the applicant has a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about the applicant's entitlement to work in the UK.
- disclosure information through the protection of vulnerable groups scheme (PVG).

Beira's Place may collect this information in a variety of ways. For example:

- The organisation's formal application forms
- The applicant's passport or other identifying documents
- The information collected during the interview process
- The organisation may request permission to carry out a social media check using an external organisation

Beira's Place may also collect personal data about applicants from third parties, such as references supplied by former employers. We will seek information from third parties once a job offer has been made and will inform the applicant that we are doing so. Any job offer will be conditional on all checks satisfying the interviewing panel.

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

### **Why Beira's Place processes personal data**

Beira's Place needs to process the applicant's personal data before entering into a contract with her. In some cases, the organisation needs to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Beira's Place 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 us to manage the recruitment process, assess and confirm a candidate's suitability for

employment and decide to whom we offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Beira's Place 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 applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

The applicant's information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers, and IT staff if access to the data is necessary for the performance of their roles.

We will not share an applicant's data with third parties unless her application for employment is successful and we make her an offer of employment. We will then share her data with former employers to obtain references.

Data will have to be shared with Disclosure Scotland for the purpose of PVG scheme membership/checks.

### **How Beira's Place protects data**

Beira's Place take the security of applicants' data seriously. We have internal policies and controls in place to ensure that this data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **Length of time data is stored**

If the applicant's job application is unsuccessful, the organisation will hold the data on file for 6 (six) months after the end of the relevant recruitment process.

If application for employment is successful, personal data gathered during the recruitment process will be transferred to the applicant's Human Resources file (electronic and paper based) and retained during her employment. The periods for which your data will be held are provided to applicants in the Employee's Privacy Notice.

### **Data subject rights**

As a data subject, the applicant has a number of rights. She can:

- access and obtain a copy of her data on request.
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing her data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of the data where Beira's Place 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 organisation's Data Protection Officer at [info@beirasplace.org.uk](mailto:info@beirasplace.org.uk)

If you believe that Beira's Place has not complied with your data protection rights, you can complain to the Information Commissioner (ICO). The organisation's ICO registration number is ZB486721.

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 545700

**If the applicant does not provide personal data**

The applicant is under no statutory or contractual obligation to provide data to Beira's Place during the recruitment process. However, if she does not provide the information, the organisation may not be able to process her application properly or at all.