

## **Candidate Privacy Notice**

As part of any recruitment process, Partners in Support collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information do we collect?**

Partners in Support 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;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK

We may collect 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.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job 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 Partners in Support process personal data?**

Partners in Support needs to process data to prior to entering into a contract with you as part of the recruitment process.

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

Partners in Support 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 to offer a job. We also need to process data from job applicants if recruitment decisions were to be challenged.

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. Partners in Support processes such information to carry out our obligations in relation to employment.

Partners in Support is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is a necessary requirement for the role as people would be working with vulnerable adults.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent

before we keep your data for this purpose and you are free to withdraw your consent at any time.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the administration and recruitment team, interviewers involved in the recruitment process and managers where the vacancy exists.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

### **How does Partners in Support protect data?**

Partners in Support takes 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 Partners in Support keep data?**

If your application for employment is unsuccessful, or if there is no suitable post available at that point if interview, we will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period 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 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.

### **Your rights**

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Partners in Support to change incorrect or incomplete data;
- require Partners in Support 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 Partners in Support is relying on its legitimate interests as the legal ground for processing.
- Withdraw your consent at any point, where processing is based upon your consent.

If you would like to exercise any of these rights, please contact [info@partnersinsupport.org.uk](mailto:info@partnersinsupport.org.uk)

If you believe that Partners in Support 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 us during the recruitment process. However, if you do not provide the information, we will not be able to process your application properly or at all.