

WILTSHIRE CENTRE FOR INDEPENDENT LIVING

PRIVACY NOTICE - Job Applicants

Introduction

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

Wiltshire Centre for Independent Living (Wiltshire CIL) holds and processes personal data in accordance with all current legislation relating to data protection and complies with the Data Protection Act 1998 and the General Data Protection Regulation 2016/679 (the "GDPR").

Wiltshire CIL takes its responsibilities for your personal data seriously and ensures that any personal information collected and used is done so proportionately, correctly and safely.

Wiltshire CIL is registered as a Data Controller with the Information Commissioner's Office (ICO).

As part of any recruitment process, Wiltshire CIL collects and processes personal data relating to job applicants. Wiltshire CIL is committed to being transparent about how it collects and uses that data and to meeting its Data Protection obligations.

What information we collect

We collect a range of information about you which 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; and
- Information about your entitlement to work in the UK

We may collect this information in a variety of ways, e.g. data may be contained in an application form, 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. 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. These records may be both manual and electronic (i.e. email).

Why we process personal data

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

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

Wiltshire CIL 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 may also need to process data from job applicants to respond to and defend against legal claims. Wiltshire CIL 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 in order 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?

Your 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, and certain managers.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and background check providers (Disclosure & Barring Service) to obtain necessary background checks if relevant to your role.

How we protect data

We take 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.

How long we keep data

If your application for employment is unsuccessful, Wiltshire CIL will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted and/or securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper based) 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

As a data subject, you have a number of rights:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Wiltshire CIL 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 Data Protection Officer, Wiltshire Centre for Independent Living, 11 Couch Lane, Devizes, Wiltshire SN10 1EB, 0300 1233 442

info@wiltshirecil.org.uk If you believe the organisation has not complied with your data protection rights, you can complain to the Information Commissioner: <https://ico.org.uk/concerns>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Wiltshire CIL during the recruitment process. However, if you do not provide the information we may not be able to process your application properly, or at all.