

JOB APPLICATION PRIVACY NOTICE

As part of any recruitment process, this Organisation collects and processes personal data relating to job applicants. The Organisation is committed to being transparent about how it collects and uses that data and to meeting its obligations under GDPR (General Data Protection Regulations).

What information do we collect?

We, as an Organisation, collect a range of information about you, which includes:

- Your name, address and contact details, including e mail address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your 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

We may collect this information in a variety of ways. For example, data might be contained in application forms, CV's 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. 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 other IT systems (including e mail).

Why do we need to process personal data?

We need to process data to take steps prior to entering into a contract with you (as above).

In some cases, we need to process data to ensure we are complying with its legal obligations under GDPR (General Data Protection Regulations). For example, it is mandatory to check a successful applicants' eligibility to work in the UK before employment starts.

Augustinian Care/St George's Park has a legitimate interest in processing personal data during the recruitment process, and for keeping records of the process. Processing data from the job applicants allows us to manage the recruitment process, assess and confirm a candidates' suitability for employment and decide to whom we offer a job. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its' obligations and exercise specific rights in relation to employment.

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 your consent before doing so and you will be 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 HR team who manage the recruitment process, interviewers involved with the process, and IT contractors who will allow access to data that is necessary to perform your role.

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 employment background check providers, i.e. DBS, to obtain the necessary background checks.

How do we protect your data?

We take 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 to we keep your data?

If your application for employment is unsuccessful, with your agreement the Organisation will hold your data on file for a period of 7 months after the end of the relevant recruitment process, for possible consideration for future employment opportunities. At the end of this period, or, if you withdraw your consent sooner, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for this period.

If your application for employment is successful, personal data gathered during the recruitment process will be held in the Human Resources department and will be retained for the duration of your employment with us. The periods for which your data will be held will be provided to you in a new Privacy notice which will be provided to you when your contract has been drawn up.

Your rights

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

- a. access and obtain a copy of your data on request (criteria applies);
- b. require the Organisation to change incorrect or incomplete data;
- c. require the Organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

If you would like to exercise any of these rights, please contact the Human Resource department.

If you believe that the Organisation has not complied with your data protection rights, you may 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 Augustinian Care/St George's Park during the recruitment process, however, if you do not provide the information, we may not be able to process your application.