

## Recruitment Privacy Notice

This document sets out the main elements of the data we collect about you as an applicant, why we collect it and what we do with it during and after the recruitment process. As an applicant, we want you to feel assured that we manage your data confidentially, safely and securely.

### Content of our Privacy Notice

- The Data we collect, why we collect it and how we use it
- Data Disclosures and Security
- Retention of Recruitment Data
- Your Rights – Making a Data Subject Access Request (DSAR)/Making a Complaint

In accordance with the recruitment process, you are advised that personal and sensitive data about you may be collected, transferred, processed, stored, and retained in a manual and/or computerised form in a fair and lawful manner by the Company and/or by its third-party representatives. The information that you provide during the process will only be used for the purpose of progressing and evaluating your application in line with our contractual obligations and/or to fulfil legal or regulatory requirements. For the avoidance of doubt, this involves sharing of data with the client.

You are advised that for reasons other than set out above, we are required to seek your consent to collect, hold, process and retain other data. If this applies you will be informed and you may opt not to consent. In any such circumstances, we will work out how we may best work with to you/deliver those services to you.

### The Data we collect, why we collect it and how we use it

We collect and process certain data that either you provide to us or data we collect from or about you. This is so as we can contact you to progress your application and/or to assess your suitability for the role you have applied for including undertaking any other checks and verifying data as may be necessary. We will not collect more information than what we need to fulfil our stated purpose and will retain it for no longer than necessary. This information we collect will be retained by us during the process and for a period after the recruitment process has been closed to ensure we can fulfil our legal obligations. You do not have to provide the information, but it may affect our ability to progress your application if you do not.

We will request certain information as required throughout the different stages of the recruitment process. This is summarised below:

**Application Stage:** Typically, this may include asking you to supply the following information: Application Form including: Your name, contact details, previous experience, qualifications, professional memberships, reference details. You may also be asked to provide equal opportunities information at this stage. If we have 11 or more full-time employees working 16 hours or more per week, we are required to

monitor this information by law under Fair Employment legislation. Please be aware that the Equal Opportunities Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application. The data will be shared with the NI Equality Commission on an anonymised/collective basis as required by law.

**Shortlisting:** The recruitment panel will shortlist all applications for interviews. They will be provided with your CV/Application in order to shortlist against the criteria. Your equal opportunities information will not be available to them.

**Assessment and selection:** Applicants who have been shortlisted will be invited to attend a selection event which may comprise of an interview and other methods, such as psychometric tests. The information collected and retained may include interview notes or test results and any letters to applicants including those who have been deemed unsuccessful at shortlisting or interview stages. Other personal and/or sensitive data may also be collected, processed and retained at various stage of the process such as: photocopies of your passport/other appropriate documentation to confirm your eligibility to work in the UK as required by law, proof of qualifications, criminal records declaration and a satisfactory Access NI or other security check, references details including confirming your previous employment history, medical questionnaire and other pre-employment checks as may be appropriate to the role.

The information we collect, process and retain is necessary in order for us to progress your application and meet our contractual and legal obligations.

### **Data Disclosure and Security**

Our recruitment processes and/or selection tests may be provided/managed by a third-party company acting on our behalf. If so, they will also collect and hold these documents. We will have contracts in place which means they can only process your personal information under our instruction and only for the purposes intended. They are not permitted to share your personal information with anyone apart from us and must hold it securely and retain it only for the period as instructed by us. Your data may also be shared with the Equality Commission, HM Revenue and Customs and other parties as required for the purpose of fulfilling our legal obligations and our contractual obligations in relation to undertaking and verifying pre-employment checks as appropriate to the role. The information provided will be stored in secure databases and other cloud-based services, as well as paper files which will be retained in locked filing cabinets.

We confirm that we have appropriate security measures in place to manage and restrict access to your personal information and to prevent unauthorised access. This data is only available to authorised personnel who need to know that information in order to process it for us. These individuals are subject to strict contractual confidentiality obligations and may be subject to disciplinary and other action including termination of their contract/employment if they fail to meet these obligations.

## Retention of Recruitment Data

This data will be kept for a period in line with our retention schedule.

<b>General Application and Selection Information</b>	At least 1 year from monitoring date
<b>Recruitment monitoring information</b> This relates to the obligation to monitor the gender and religious breakdown of the workforce and to report on this to Government Agencies.	At least 4 years for applicants, for duration of employment for employees
<b>Disclosure information/vetting for criminal offences (if required)</b> This relates to retention of identity information, your vetting code and date confirming Vetting. This information is only requested when the role or business undertakes regulated activities for the purposes of Safeguarding to ensure we manage our legal and safety obligations to clients.	For the duration of employment

## Data Subject Access Request (DSAR)

You have a right to access information we may hold on you to confirm the accuracy of data and check the lawfulness of its processing or to allow you to exercise your rights including to correct or object if necessary.

If you wish to make a request for information we hold on you, this should be made in writing addressed to the Data Co-ordinator, Diane Allen including the following details:

- Your full name, address and contact details
- Any information used by us to identify you (such as Application number)
- Details of the specific information required and any relevant dates

We will normally respond to your request within one month. However, this may be extended by a further two months whereby a request is complex or numerous. If this applies we will write to you within one month of the receipt of the request and explain why the extension is necessary.

The information will normally be provided to you free of charge. However, we reserve the right to charge a reasonable fee when a request is considered to be 'manifestly unfounded', 'excessive' or 'repetitive.' In such cases the fee will be based on the administrative cost of providing the information. In exceptional circumstances, we may refuse to respond to the request. If this applies we will explain to you why and inform you of your right to complain.

## Making a Complaint

You have a right to complain to the ICO if you think there is a problem with the way we are handling your data.

