

ST DAVIDS DIOCESAN COUNCIL FOR SOCIAL RESPONSIBILITY (PLANT DEWI)

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process St Davids DCSR collects and processes data relating to job applicants. St Davids DCSR is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does St Davids DCSR collect?

The organisation collects a range of information about you. This includes:

- Your name, address, date of birth and contact details, including email address and telephone number;
- Details of your qualifications, training, skills, experience and employment history;
- Information about your current level of remuneration, your current employer, start date, reason for leaving post and notice period.
- 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;
- Whether you have any criminal convictions; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

St Davids DCSR collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

St Davids DCSR will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made.

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 St Davids DCSR process personal data?

St Davids DCSR need to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

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

St Davids DCSR 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 St Davids DCSR to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. St Davids DCSR may also need to process data from job applicants to respond to and defend against legal claims.

As we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

St Davids DCSR processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

We process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief - this is for equal opportunities monitoring purposes.

As a charity that works to support vulnerable children and adults we are obliged to seek information about criminal convictions and offences. When St Davids DCSR seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the interviewers involved in the recruitment process and managers in the project(s) concerned with a vacancy.

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

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has 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. All documentation pertaining to personal data are kept securely - hard copies within locked cabinets in offices. All computer systems are password protected, have appropriate firewall and anti-virus protection and we regularly review our IT support and security package.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, St Davids DCSR will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period (or once you withdraw your consent), 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

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

- 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 the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact: admin@plantdewi.co.uk.

You can make a subject access request by completing the organisation's form for making a subject access request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

You can contact the Information Commissioners Office - Wales on 02920 678400 or via email wales@ico.org.uk or at the Information Commissioner's Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.

What if you do not provide personal data?

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

Automated decision-making

Our Recruitment processes are not based on automated decision-making.