# Recruitment Privacy Notice

**Data controller: Julian House (‘’the organisation’’) 55 New King Street, Bath BA1 2BN**

As part of any recruitment process, the 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 data protection obligations.

# What information does the organisation collect?

The organisation 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;
* 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;
* information about your entitlement to work in the UK;
* information about criminal records; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or Cover Letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers. The organisation will seek information from third parties usually only once a job offer to you has been made and will inform you that it is doing so. If references are sought at an earlier stage you will be informed.

Data will be stored in a range of different places, including on your online application record, in HR systems (electronic and paper based) and on other IT systems (i.e. email).

**What if you do not provide personal data?**

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

# Why does the organisation process personal data?

The organisation needs to process data to take steps at your request, as an applicant, prior to entering into a contract with you. It may also need 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. It is also required to undertake criminal record checks (referred to as DBS checks) for many of its posts to ensure its safeguarding responsibilities. Where a DBS check is required this will be clearly stated at the invite to interview stage, if not before.

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

The organisation processes information about whether or not applicants are disabled to carry out its obligations and exercise specific rights in relation to the recruitment process; to make reasonable adjustments for candidates who have a disability. The organisation also offers a guaranteed interview scheme to applicants who have a disability and meet the essential criteria for the job, as part of its Disability Confident Employer status.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief this is for recruitment equal opportunities monitoring purposes. Access to this information is limited to members of the HR Team for the necessary performance of their roles. This information is not visible to hiring managers. Anonymised, statistical data is generated only for reporting purposes in which the individual is not identifiable. You have an option not to provide this data by selecting the ‘’prefer not to say’’ option in the Equal opportunity section of the application.

# 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, interviewers involved in the recruitment process, managers in the business area 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.

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 and endeavours to ensure appropriate controls are in place to safeguard your data.

# For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file (on-line and electronically and/or hard copy) for 6 months after the end of the relevant recruitment process. We may contact you again if there are future employment opportunities for which you may be suited. 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 staff 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; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Helene Law. Data Protection Officer. Julian House, 55 New King Street, Bath BA15 2BN

In the event that you wish to make a complaint please contact the DPO.

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

# Automated decision-making

The organisation does not base any recruitment decisions solely using automated decision- making.