

# Applicant privacy notice

**Data controller: Action Hampshire (legal name is Community Action Hampshire)**

As part of any recruitment process, Action Hampshire collects and processes personal data relating to job, trustee and volunteer applicants. Action Hampshire is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about;
- kept securely.

## Data Protection contact

Action Hampshire has appointed Rosie Taylor as the person with responsibility for overseeing data protection compliance within Action Hampshire. Catherine's contact details are: 01962 857376, [rosie.taylor@actionhampshire.org](mailto:rosie.taylor@actionhampshire.org). Questions about this notice, or requests for further information, should be directed to Rosie.

## What personal data does Action Hampshire collect?

Personal data is any information about an individual from which that person can be identified. It does not include data where an individual cannot be identified (anonymous data).

Action Hampshire 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;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- for trustee/directors: details of mother's and father's names and eye colour (for Companies House registration) information about your entitlement to work in the UK;

We may also collect, store and use the following "special categories" of more sensitive personal information:

- information about your race or ethnicity, religious beliefs, nationality, gender and sexual orientation;
- information about your health, including any medical condition, health and sickness records;
- information about your criminal record

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Action Hampshire may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or covering letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Action Hampshire may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. Action Hampshire will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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).

### **How is your personal information collected?**

Action Hampshire may collect this information in a variety of ways. For example, data might be collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment or appointment (such as new starter forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, Action Hampshire may collect personal data about you from third parties, such as CVs from recruitment agencies, references supplied by former employers and criminal records checks from the Disclosure and Barring Service (DBS), from occupational health providers and from medical professionals.

Data will be stored in a range of locations, including in your personnel file, in 'restricted' folders on the organisation's shared drive on the network, on Salesforce and in other IT systems (including Action Hampshire's email system).

### **Why does Action Hampshire process personal data?**

Action Hampshire needs to process data to take steps at your request 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, Action Hampshire 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.

Action Hampshire has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job and volunteer applicants allows Action Hampshire to manage the recruitment process, assess and confirm a candidate's suitability for employment/appointment and decide to whom to offer a job/role. Action Hampshire may also need to process data from applicants to respond to and defend against legal claims.

Action Hampshire may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics and adjust recruitment practices where necessary. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Action Hampshire processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Action Hampshire is obliged to seek information about criminal convictions and offences, such as for a Disclosure and Barring Service (DBS) check. Where Action Hampshire seeks

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this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Action Hampshire will not use your data for any purpose other than the recruitment process for which you have applied.

### **Who has access to your data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the administration team, senior management team and interviewers involved in the recruitment process.

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

Action Hampshire will not transfer your data outside the European Economic Area during the recruitment process.

### **How does Action Hampshire protect data?**

Action Hampshire 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. These controls include:

- Recruitment documents on Action Hampshire's computer network are password protected and/or kept in folders which are restricted so only the relevant staff have access to them
- Paper copies of recruitment documents are printed out for the interview process and stored securely by the administration team when not in use.
- Action Hampshire has data protection, retention and security policies in place and conducts regular training with staff on keeping personal data secure.

### **For how long does Action Hampshire keep data?**

If your application for employment is unsuccessful, Action Hampshire will hold your data on file for one year after the end of the relevant recruitment process. At the end of that period 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 Action Hampshire to change incorrect or incomplete data;
- require Action Hampshire 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 Action Hampshire is relying on its legitimate interests as the legal ground for processing.

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If you would like to exercise any of these rights, please contact Rosie Taylor in writing. You can, if you wish, make a subject access request by completing our standard form for making a subject access request available from Rosie Taylor, 01962 857383, [rosie.taylor@actionhampshire.org](mailto:rosie.taylor@actionhampshire.org). We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you believe that Action Hampshire 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 Action Hampshire during the recruitment process. However, if you do not provide the information, Action Hampshire may not be able to process your application properly or at all.

### **Automated decision-making**

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