


# APPLICANT PRIVACY NOTICE

As part of any recruitment process, Chilypep collects and processes personal data relating to job applicants. The charity 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:



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- 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.

## What personal data do we 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). We collect a range of information about you at different points during the recruitment process.



This includes:

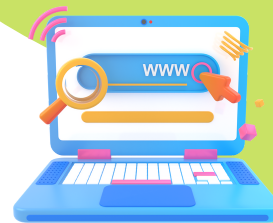
- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information obtained through testing, including psychometric tests;
- 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, sexual orientation and political opinions;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal convictions and offences.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

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.



## Website and use of cookies

If you use our website to find information about us and our services, we may gather general information about your usage, including which pages you visit most often and which services, events or information is of most interest to you. This information is used to help us make improvements to our website and to provide the best service and experience for you.

We use 'Cookies' on our website. This is a name for a small file, usually of letters and numbers, which is downloaded onto your device, like your computer, mobile phone or tablet when you visit a website. They let websites recognise your device, so that the sites can work more effectively. We use this information on the basis of 'legitimate interest'.

We use different types of cookies:

- Strictly necessary cookies are essential for you to move around our website and to use its features.
- Analytical or Performance cookies collect anonymous information about how you use our site, like which pages are visited most. This helps us to improve the way our website works.
- Functionality cookies collect anonymous information that remember choices you make to improve your experience, like your text size or location.

They may also be used to provide services you have asked for such as watching a video or commenting on a blog.

You can opt out of cookies when you use our website, but if you refuse all cookies, our website may not function for you as we would like it to. Sometimes we will include links to other organisation's websites if we think this might be useful.

This privacy notice only applies to our website, so if you click on a link to another website, we recommend that you check their privacy policy to understand how they might collect and use your information.

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

We may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; 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 such as new starter forms; from correspondence with you; or through interviews, meetings or other assessments. If you are asked to complete a psychometric profile, it will be generated based on your responses to the questionnaire completed online via software provided by the test designers.

In some cases, we may collect personal data about you from third parties, such as CVs from recruitment agencies, references supplied by former employers, employment background check providers, credit reference agencies and information from criminal records checks permitted by law, from occupational health providers and from medical professionals where relevant.



## Why do we process personal data?

We need to process data in order to make an assessment of your qualifications, skills, and experience related to the job you have applied.

We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. The charity 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics with a view to promoting equality of opportunity.

We may also collect information about whether or not applicants are disabled so that reasonable adjustments can be made for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment. We will not use your data for any purpose other than the recruitment exercise 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 the HR Officer, Administrator, the hiring manager and interviewers involved in the recruitment process, as well as the Chief Executive. Your data will also be shared externally where part of our recruitment activity is outsourced.

We will not share your data with other 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, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Any providers are required to take appropriate security measures to protect your personal data in line with Data Protection legislation. We do not allow our thirdparty service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We will not transfer your data outside the European Economic Area.

## Where does Chilypep keep your information?

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).

We keep your information electronically and in paper files. Paper files are locked away securely, and the computer system requires a password to access.



The charity 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.

## **For how long do we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. 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 charity to change incorrect or incomplete data;
- require the charity 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 charity is relying on its legitimate interests as the legal ground for processing and there is no overriding legitimate interest to continue this processing.



If you would like to exercise any of these rights, please contact Chilypep CEO Lesley Pollard using the below contact details:

Lesley Pollard, Chilypep CEO

Email address: [Lesley.pollard@chilypep.org.uk](mailto:Lesley.pollard@chilypep.org.uk)

Postal address: 11 Southey Hill, Sheffield S5 8BB

If you believe that we have not complied with your data protection rights, you can 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 us during the recruitment process. However, if you do not provide the information, we will not be able to process your application properly or at all.

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.

If you would like more information about how your data is handled, to receive a copy of your data or make a complaint about the way Chilypep is handling your data, please use the contact above or **[email info@chilypep.org.uk](mailto:info@chilypep.org.uk)**

