

## Job Applicant Privacy Notice

**Data controller: Inspire North, 3, Limewood Way, Leeds, LS14 1AB**

The organisation has appointed Adam Miller [Adam.miller@inspirenorth.co.uk](mailto:Adam.miller@inspirenorth.co.uk) as Senior Information Risk Owner (SIRO). The role of the SIRO involves taking ownership of the organisation's information risk policy, acting as an advocate for information risk on the Board and providing written advice to the Accounting Officer on the content of their annual governance statement in regard to information risk.

In addition, we have a Caldicott Guardian Will Goode, Director of Operations [will.goode@inspirenorth.co.uk](mailto:will.goode@inspirenorth.co.uk) who is responsible for protecting the confidentiality of patient and service-user information and enabling appropriate information-sharing.

### 1. Introduction

1.1. As part of any recruitment process, Inspire North 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.

### 2. What information does the organisation collect?

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

2.1.1 your name, address and contact details, including email address and telephone number;

2.1.2 details of your qualifications, skills, experience and employment history;

2.1.3 information about your current level of remuneration, including benefit entitlements;

2.1.4 whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and information about your entitlement to work in the UK and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

2.1.5 Photographs

2.2 Inspire North may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

2.3 The organisation 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.

- 2.4 The organisation will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.
- 2.5 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).

### **3. Why does the organisation process personal data?**

- 3.1 The organisation 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.
- 3.2 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.
- 3.3 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.
- 3.4 The organisation may process special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, to monitor recruitment statistics.
- 3.5 It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.
- 3.6 The organisation is obliged to seek information about criminal convictions and offences. Where the organisation 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.
- 3.7 If your application is unsuccessful, the organisation may 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.

### **4. Who has access to data?**

- 4.1 Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, the panel involved in the recruitment process, managers in the business area with a

vacancy and IT staff if access to the data is necessary for the performance of their roles.

4.2 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, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

## **5. How does the organisation protect data?**

5.1 The organisation takes the security of your data seriously. We have 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.

## **6. For how long does the organisation keep data?**

6.1 If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process.

6.2 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.

## **7. Your rights**

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

7.1.1 access and obtain a copy of your data on request;

7.1.2 require the organisation to change incorrect or incomplete data;

7.1.3 require the organisation to delete or stop processing your data, for

7.1.4 example where the data is no longer necessary for the purposes of processing; and

7.1.5 object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

7.2 If you would like to exercise any of these rights, please contact [people@commlinks.co.uk](mailto:people@commlinks.co.uk)

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

## **8. What if you do not provide personal data?**

8.1 You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**9. Automated decision-making**

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

**10. Changes to this privacy notice**

10.1 We reserve the right to update this privacy notice at any time.