



## **Job Applicant Privacy Notice**

As part of our recruitment process, Steps to Work (“We”) collects and uses (“processes”) personal data. This is defined as any information that relates to a living individual -such as job applicants. We treat the privacy of your personal information seriously and are committed to being transparent about how we use it.

### **What information do we collect?**

We collect 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; and
- information about your entitlement to work in the UK.

Some of this information may come to us through a recruitment agency.

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

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only after a job offer to you has been made and will inform you that we are 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).

### **What do we do with your information and our legal basis to do so.**

*‘Ordinary’* personal information - processing this 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 process your information to take steps at your request prior to (potentially) entering into an employment contract with you. In some cases, we need to process your information to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts and we are required to undertake DBS clearance checks on any role which involves working with children or vulnerable adults. We also have a legitimate interest in processing personal data during the recruitment process which is to ensure that we recruit the most appropriate person to meet the needs of our business.

'Special' personal information- we may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability.

We process such information to carry out our obligations and exercise specific rights in relation to employment law.

### **How long do you hold information for?**

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

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers 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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with your current and former employers to obtain references for you and employment background check providers.

### **How long do we keep your information?**

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 you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or sooner if you withdraw your consent, your data is deleted or destroyed.

You will be asked when you submit your CV whether you consent to us holding your details for the full 12 months to be considered for other positions or not.

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **What happens if you do not provide personal information?**

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

### **What are my rights?**

These are to:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- restrict our processing of your data;

- object to the processing of your data and,
- require us to erase your data

If you would like to exercise any of these rights, please contact Crystina Woolley at [crystina.woolley@stepstowork.co.uk](mailto:crystina.woolley@stepstowork.co.uk). Please note that in certain circumstances we can decline your request either completely or in part. If we do, we will tell you why.

Our designated Data Protection Officer is David Campbell who can be contacted via Steps to Work. If you are concerned about the way, we process your personal data please speak to Crystina Wooley in the first instance. If you are still concerned after that then you may complain to the Information Commissioner.