



## **Job Applicant Privacy Notice**

As part of our recruitment process, Community Action Suffolk (CAS) collects and processes personal data relating to job applicants. CAS is committed to being transparent about how it collects and uses that data and to meeting our data protection obligations.

### **Who We Are**

Under the Data Protection legislation, CAS is a data controller.

The contact details for the HR Manager at CAS are: Brightspace , 160 Hadleigh Road, Ipswich, IP2 0HH. Telephone: 01473 345400. Email: [hr@communityactionsuffolk.org.uk](mailto:hr@communityactionsuffolk.org.uk)

### **What Information does CAS collect?**

CAS 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 you have a disability for which the company needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Information for a DBS (disclosure barring scheme) if relevant to your role

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

CAS may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks and barring services.

CAS 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 IT systems (including email), and in hard copy.

### **Why Does CAS Process Personal Data?**

CAS needs to process data to take steps at your request prior to entering into an employment contract with you. CAS may also need to process your data to enter into an employment contract with you.

In some cases, we will need 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.

CAS 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. CAS may also need to process data from job applicants to respond to and defend against legal claims.

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

For some roles, CAS is obliged to seek information about criminal convictions and offences. Where CAS 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.

### **Who Has Access to Data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of our Senior Leadership Team, interviewers involved in the recruitment process and managers in the area with a vacancy.

CAS will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. CAS 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 if required for the role.

CAS will not transfer your data to countries outside the European Economic Area.

### **How Does CAS Protect Data?**

CAS 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.

We train all our employees, relevant to their role, on their role and responsibility of processing and protecting personal data. We have security provisions in place with our IT department to ensure personal data is secure, such as firewalls, anti virus software and security profile settings.

### **How long does CAS keep data?**

If your application for employment is unsuccessful, CAS 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 CAS to change incorrect or incomplete data
- Require CAS 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 CAS is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact the HR Manager at [hr@communityactionsuffolk.org.uk](mailto:hr@communityactionsuffolk.org.uk)

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the HR Manager. Alternatively, you can contact the Information Commissioner's at <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 CAS during the recruitment process. However, if you do not provide the information, CAS may not be able to process your application properly or at all.

## **Automated decision-making**

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

## **Further information**

If you would like to discuss anything in this privacy notice, please contact the HR Manager at [hr@communityactionsuffolk.org.uk](mailto:hr@communityactionsuffolk.org.uk)