

# Job Applicant Privacy Notice



**Data controller:** Family Fund and Family Fund Business Services ('the Group') of 4 Alpha Court, Monks Cross Drive, Huntington, York, YO32 9WN

The Group Data Protection Officer can be contacted at the address above or by emailing [dataprotection@familyfund.org.uk](mailto:dataprotection@familyfund.org.uk)

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

## What information does the Group collect?

The Group collects a range of information about you. This may include:

- 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 Group needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Group 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 used from time to time.

The Group will seek information from third parties, such as references supplied by former employers, 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 ICT systems (including email). When you apply via a third party recruitment agency, they may also store a copy of your data. Details of how they collect and use your data will be published in their own privacy policy. You should ensure that you have read their privacy policy prior to uploading your personal information. When you click on a link on our website to apply for a position, you will be redirected to the website of our third party recruitment agent, Family Fund Group log in to their system and access your uploaded information to consider you for vacancies.

## Why does the Group process personal data?

The Group 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, the Group 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 on commencement of employment.

The Group 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 Group to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Group may also need to process data from job applicants to respond to and defend against legal claims.

The Group 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. The Group processes such information to carry out its obligations and exercise specific rights in relation to employment.

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

If your application is unsuccessful, the Group may ask for your consent to keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to us holding your data for this purpose at any time.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and ICT staff if access to the data is necessary for the performance of their roles.

The Group will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Group 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.

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

### **How does the Group protect data?**

The Group 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 does the Group keep data?**

If your application for employment is unsuccessful, the Group will hold your data on file for up to 12 months 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 the Group to change incorrect or incomplete data;
- require the Group 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 the Group 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 department at [careers@familyfund.org.uk](mailto:careers@familyfund.org.uk)

If you believe that the Group has 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 the Group during the recruitment process. However, if you do not provide the information, the Group 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.