Age UK Stockport

Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share it during the application process. We are sending you this notice to make sure we comply with legislation governing data protection, known as the General Data Protection Regulation or 'GDPR' and the new Data Protection Act 2018 both of which came into force on 25th May 2018. Please ensure that you read this notice.

Who collects the information

Age UK Stockport is a 'data controller' and gathers and uses certain information about you. This information is also used by our affiliated entities namely Age UK Stockport Trading Limited and Step Out Stockport.

Data protection principles and your rights

We will comply with the data protection principles when gathering and using personal information, as set out in our AGE UK STOCKPORT PRIVACY STANDARD (L1-GEN-P4). This document also sets out your rights in relation to your information. This is available on our website.

About the information we collect and hold

What information

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (ie address, phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Information regarding your criminal record;
- Details of your referees.
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (collected separately and stored anonymously for monitoring purposes only);

We may collect the following information after the shortlisting stage, and before recruitment:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Information regarding your academic and / or professional qualifications
- Information regarding your criminal record, in criminal records certificates and enhanced criminal records certificates
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- A copy of your driving licence, MOT Certificate and insurance information;

You are required (by law or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position. Certain of the categories above may not apply to you if you are an agency worker, independent contractor, student or volunteer.

How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider, relevant professional bodies, the Disclosure and Barring Service (DBS), the Home Office.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our DATA PRIVACY STANDARD

- to take steps to enter into a contract;
- for compliance with a legal obligation (eg our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

We handle sensitive personal information and information relating to criminal convictions and offences in accordance with our Recruitment policies – available from the HR department.

Where we hold your information and how long we keep it

We hold all physical and electronic information securely. This includes locked filing cabinets and offices or on a limited access HR database within our secure internet systems.

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed and for no longer than is reasonable, taking into account the limitation periods for potential claims, after which they will be destroyed using our secure shredding systems.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment and we will then issue you with a further employment privacy notice.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Further Information

If you require any further information do not hesitate to contact our HR Manager and Information Governance Manager who will be pleased to help with any queries you might have. In addition you can check for all current information regarding these issues on the Information Commissioners Office website at https://ico.org.uk/

Age UK Stockport, July 2019