

## Job applicant privacy notice

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

### **What information does Age UK Sheffield collect?**

Age UK Sheffield 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 or not you have a disability for which Age UK Sheffield needs to make reasonable adjustments during the recruitment process;
- 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.

Age UK Sheffield collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment

Age UK Sheffield will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. Age UK Sheffield 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 your application record, in HR management systems and on other IT systems (including email).

### **Why does Age UK Sheffield process personal data?**

Age UK Sheffield needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Age UK Sheffield 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.

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

Where Age UK Sheffield relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Age UK Sheffield processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Age UK Sheffield processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

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

Age UK Sheffield will not use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your information will 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.

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

Age UK Sheffield will not transfer your data outside the European Economic Area.

### **How does Age UK Sheffield protect data?**

Age UK Sheffield 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 Age UK Sheffield keep data?**

If your application for employment is unsuccessful, Age UK Sheffield will hold your data on file for six 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 Age UK Sheffield to change incorrect or incomplete data;
- require Age UK Sheffield 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 Age UK Sheffield is relying on its legitimate interests as the legal ground for processing; and
- ask Age UK Sheffield to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Coordinator at [AUKS.hradmin@ageuksheffield.org.uk](mailto:AUKS.hradmin@ageuksheffield.org.uk)

If you believe that Age UK Sheffield 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 Age UK Sheffield during the recruitment process. However, if you do not provide the information, Age UK Sheffield may not be able to process your application properly or at all.