

Privacy Notice – Employee Recruitment

Compliant with General Data Protection Regulations

Age UK Staffordshire is committed to protecting the privacy and security of your personal information.

We are a data controller which means we are responsible for collecting and processing its personal data relating to its employees in order to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about applicants. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, religion or belief.

This data might be collected from:

- an application form,
- your CV or resume;
- your passport or other identity documents such as your driving licence;
- forms completed by you at the start of employment (such as benefit nomination forms);
- correspondence with you; and
- interviews, meetings or other assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in a recruitment personnel file, in the organisation's HR management and database systems.

Why does the organisation process personal data?

The organisation needs to process data to undertake a robust recruitment process with you and to meet its obligations under Employment law. For example, it needs to process your data to assess your suitability for a post, to ensure you are legally entitled to work in the UK and to seek references and employment checks.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with Health and Safety laws and to undertake Disclosure and Barring checks, where appropriate

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- run recruitment and promotion processes;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under Health and Safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out Employment law obligations (such as those in relation to employees with disabilities).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally with members of the recruitment panel and administration and finance staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service.

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

How does the organisation protect data?

The organisation takes the security of your data seriously.

The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

We have robust Data Protection and Confidentiality Policies which are available on request, and we ensure that our IT firewalls are regularly updated and reviewed. All paper records are kept securely in locked cabinets and destroyed securely in line with our Data and Records Retention Policy.

In the event of an application not being successful we retain your application for six months for legal purposes, after this date it is destroyed securely.

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 organisation to change incorrect or incomplete data;
- require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing.

You can find out more about your rights under the GDPR through the Information Commissioner's Office <https://ico.org.uk/>

If you would like to exercise any of these rights, please contact the Chief Executive or Information Governance Lead.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

In order for us to be able to process your application, you will need to provide the organisation with data. Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

Age UK Staffordshire does not use automated decision-making.