



JOB APPLICANT PRIVACY NOTICE

(How we use your personal information)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Introduction

The purpose of this job applicant privacy notice is to explain to you the reasons why we hold and use your personal data and explain your rights under the current data protection laws.

We are committed to being transparent about how we collect, use, retain, and meet our data protection obligations with you. As the recruiter we will collect and process personal data relating to you to conduct our recruitment process, this notice explains how and why we will do this in the context of the recruitment process.

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide the information.

We are the data controller, which means we are responsible for deciding how we hold and use your personal information.

We will collect, use and retain your personal information in the context of the recruitment process and your rights in relation to your personal information. We may amend this notice at any time.

We are: **Hillhead Housing Association 2000** of:
2 Meiklehill Road, Hillhead, Kirkintilloch, G66 2LA

is registered as a data controller with the Information Commissioner (ICO) and our registered number is Z8278640.

Where does your personal information come from?

The Association may collect information in several ways which include:

- Recruitment processes including information obtained from agencies
- Your identification documents you have given us
- Background checks conditional for your engagement with us (if relevant)
- PVG/Disclosure/DVLA checks relating to criminal convictions/offences
- Former employers or other individuals whom you have given us permission to contact to provide us with a reference. This data could include:
 - Your work history with them, including your dates you were with them;
 - the work tasks you did,
 - your level of responsibility,
 - job title,
 - salary on leaving,
 - reason for leaving their workplace and
 - whether they would be happy to have you work for them again.
 - suitability to the post applied
 - strengths and weaknesses

- Medical professionals provide us with appropriate health information in order that we can manage any health-related situations that may have an impact on your ability to work with us.
- Membership with professional bodies that confirm membership
- Qualifications/training bodies that provide us information relating to you

What Information do we collect?

The Association controls and processes a range of information about you. In this privacy notice 'your personal information' means your personal data i.e. information about you from which you can be identified. Your 'personal information' does not include data where your identity has been removed (anonymous data). It is really important that the personal information that we hold and process about you is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

This includes:

- Your name, address, and contact details including email address and telephone number, date of birth and gender
- Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces
- Information about your remuneration, including entitlement to benefits such as, pay, pension and holidays
- Information about your nationality and entitlement to work in the UK
- Information about any criminal convictions if relevant for your job.
- Information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information about your ethnic origin, sexual orientation and religion or belief

The data we hold about you will be kept in your personnel file which is stored securely and access to the files is restricted. The information will only be held for the periods outlined in the Association's Retention Policy.

Processing Personal Data

We will process data in accordance with the following legal grounds:

To enter into a Contract with you:

We need to process the data we hold on you in order that we comply with our obligations with you under the contract we have with each other. This includes;

- Contact you regarding the recruitment process and any offer of work
- Decide on any subsequent appointment
- Obtain references if you have accepted an offer of work from us
- Determine the terms of any potential contract between us
- The need to process your data to enter into a contract of employment with you

Under our Legal Obligations:

We are required;

- to obtain check's regarding your right to work in the UK

We are also required to process special categories of personal data, such as information about health or medical conditions to carry out our employment law obligations, such as those in relation to any disability you may have or that arises (in order, potentially, to make reasonable adjustments etc.)

In our Legitimate Interests:

We are also required to process your data in accordance with our legitimate interests during and after the recruitment process:

- Run recruitment and promotion processes, and select and offer a suitable candidate, worker or contractor a role with our organisation.
- Obtain references from those with whom you have given us contact details
- Confirm personal membership of professional organisations in relation to the role you are applying for
- Conduct any regulatory checks and/or statutory check/requirements in relation to your engagement with us
- To adhere to our own equal opportunity practices and to process your health data in accordance with our guaranteed interview scheme
- Carry out equal opportunities monitoring to review our equality of opportunity practices
- Respond to and defend against legal claims
- In the event of a business sale/transfer
- Any regulatory checks and/or statutory check/requirements in relation to your engagement with us

Access to Data and Security

In order to process your data in accordance with the grounds stated above the following will have access to your data:

Internally:

- Those involved in the recruitment process
- The line manager in the business area of the vacancy

Third parties:

We may share your personal information with the following third parties if this is required by law; necessary to enter a contract with you; where there is another legitimate interest in doing so; or where it is necessary to protect your vital interests or those of another person.

- For the purposes of pre-employment checks; current and former employers
- Our professional advisors
- Any other third parties as necessary to comply with your contract of engagement and our legal and statutory obligations with third party organisations.
- Other third parties as necessary to comply with the law.

We will not share your information outside of the EU / EEA.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- in certain situations, make a request to us to delete your personal data;
- request we restrict processing your personal data;
- object to receiving any marketing communications from us;
- object to the processing where we are relying upon legitimate interest as our legal basis, and;
- to be informed of any automated decisions made in relation to you.

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to mwhite@hillheadhousing.org or by telephoning 0141 578 0200

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 07951 241584 or info@rgdp.co.uk

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
45 Melville Street,
Edinburgh,
EH3 7HL,

Telephone: 0131 244 9001

Email: scotland@ico.org.uk

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

If your application is unsuccessful the organisation will retain your application for a period of 12 months.

If you start work with us following the recruitment process, we will give you a copy of our Employee Privacy Notice and will retain your personal information as detailed in the notice.

Acknowledgement of receiving and reading this notice

I _____ [print name]
confirm that I have read and understood the contents of this Applicant Privacy Notice.

Signed

Date