

## JOB APPLICANT PRIVACY NOTICE

**Data Controller:** Colebrook (South West) Limited, HQ Building, 237 Union Street, Plymouth, Devon, PL1 3HQ

**Data Protection Officer:** Vicky Shipway, Chief Executive Officer, HQ Building, 237 Union Street, Plymouth, Devon, PL1 3HQ. Tel: 01752 205210. Email: [dpo@colebrooksw.org](mailto:dpo@colebrooksw.org)

As part of any recruitment process, Colebrook collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### Data protection principles

In relation to your personal data, Colebrook will always strive to:

- process it fairly, lawfully and in a clear, transparent way
- collect personal data from you that is necessary to consider your application and that is subsequently necessary to collect and process as part of your employment. We will explain to you what data we collect from you and why only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it ensure that your data is kept safe and secure and access to it is limited to those who need to process it for the purposes we explain to you.

### What information does Colebrook collect?

Colebrook 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, education history, skills, experience and employment history;
- whether or not you have a disability;
- information about your entitlement to work in the UK;
- information on your criminal record;
- information about your driving license
- whether you are related to a Board member, employee, volunteer or client; and

Colebrook may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes; obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Colebrook may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will inform you that we are 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).

Colebrook will only collect criminal conviction data where it is appropriate given the nature of the role and where the law permits it. This data will usually be collected at the recruitment stage, however it may also be collected during any subsequent employment with us, should you be successful in obtaining employment.

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

### **Why does Colebrook process personal data?**

Colebrook needs to process data to take steps at your request to evaluate your application for employment. We may also need to process your data to enter into an employment contract with you.

In some cases, Colebrook needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Colebrook 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment, decide to whom to offer a job and make decisions about salary and other benefits. Colebrook may also need to process data from job applicants to respond to and defend against legal claims.

Colebrook may process information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. This is to carry out our statutory obligations and exercise specific rights in relation to employment.

Colebrook may, in some cases, process health information during the application process in order to find out whether applicants will be able to carry out an intrinsic part of the job. Colebrook also processes health information about candidates after an offer of employment has been made. In each case, this will be done in accordance with Section 60 of the Equality Act 2010 for the purpose of ensuring that the candidate is able to perform the core duties of the job being offered.

For some roles, Colebrook is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our statutory obligations and exercise specific rights in relation to employment.

If you are unsuccessful in obtaining employment with Colebrook, your data will not be used for any purpose other than the recruitment exercise for which you have applied.

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

Your data will, of necessity, be shared internally for the purposes of assessing your application. It is likely to be shared with members of the HR 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. Colebrook will strive to limit access to your data to those staff who have a legitimate reason for seeing it and will endeavour to keep your data secure at all times.

### **Application assessments, pre-employment checks and references**

Colebrook may share an appropriately limited amount of your data with third parties in order to obtain references for you from former employers or character referees. If references are sought before interview or before an offer of employment is made, we will do this where you have given your express consent for us to do so. If your application for employment is successful and we make you an offer of employment, we will share your data with your referees to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Colebrook may receive and share your data with third parties that process data on our behalf in connection with the provision of services for the purposes of the recruitment exercise, for example to source, receive and/or shortlist applications on our behalf, and/or to carry out applicant testing such as psychometric assessments.

Colebrook endeavours to ensure specific contractual agreements are in place with any third parties who undertake this processing in order to protect your data. This is explained in more detail below.

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.

We will tell you beforehand if we use any automated forms of assessment in our decision making processes. You have the right to request that your application is not assessed by automated processes.

### **How does Colebrook protect data?**

Colebrook takes the security of your data seriously. We maintain internal policies and controls that are designed 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. Control measures include:

- Secure filing cabinets in locked spaces with restricted access
- IT passwords reset every 3 months
- Charitylog access restrictions administered by key personnel
- Server systems with layered restricted access audited regularly
- All portable equipment with passwords and encryption
- Procedure for wiping and resetting equipment
- Working from home procedures including staff security measure for home working

Where Colebrook engages third parties to process personal data on our behalf, they do so only on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of your data.

### **For how long does Colebrook keep data?**

In line with data protection principles, we will only keep your data for as long as we need it. If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be kept and 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.

### **What if you do not provide personal data?**

One of the reasons for processing your data is to allow Colebrook to carry out an effective recruitment process. Whilst you are under no statutory or contractual obligation to provide data to Colebrook during the recruitment process, if you do not provide the information, we may not be able to process your application properly or at all.

### **Your rights**

As a data subject, you have a number of rights under current and new data protection legislation. In summary, these are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- You have the right to access your data and to be told what data is held, who by, the purpose for which it is held and how long it will be held for. You have the right to ask for a copy of your data and an explanation of where it has been sourced. You may do this by contacting Colebrook's Data Protection Officer using the details at the top of the notice. The formal process for making such a request is known as a 'Subject Access Request'. You can find out more information about doing so at <https://ico.org.uk/for-the-public/personal-information/>

- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have personal information about you deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, you can ask us to stop processing the data (whilst still holding it) until it has been corrected
- the right to portability. You may transfer the data that we hold on you for your own purposes to another organisation
- the right to object to the way we use or process your data
- the right to regulate any automated decision-making and profiling on the basis of your personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. There will be no consequences for withdrawing your consent. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use, however we may continue to process your data if we have a statutory reason or lawful basis for doing so.

If you would like to exercise any of these rights, you may do so by contacting Colebrook's Data Protection Officer using the details at the top of the notice.

If you believe that Colebrook has not complied with your data protection rights, you can complain to the Information Commissioner. You can find more information about doing so at <https://ico.org.uk/concerns/>

If you have read and understood this notice in regards to how your personal data will be processed during the recruitment process at Colebrook SW Ltd, please continue to complete and submit your application form, otherwise please exit and contact the Recruitment Team for any further questions by emailing to [recruitment@colebrooksw.org](mailto:recruitment@colebrooksw.org)