

## **Job Applicants: How we use your data**

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### **Purpose and lawful basis for processing**

Our purpose for processing this information is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process.

The lawful basis we rely on for processing your personal data is the need to process information as necessary to perform a contract or to take steps at your request, before entering a contract under the General Data Protection Regulation (GDPR).

If you provide us with any information about reasonable adjustments you require under the Equality Act 2010, this information is processed in order to comply with our legal obligations under the Equality Act 2010, and in accordance with GDPR.

Any information we process that you provide which is classified as special category data (eg health, religious or ethnicity) or relating to criminal convictions is processed in accordance with the GDPR and the Data Protection Act 2018 (DPA) for the purposes of processing your recruitment application.

### **What will we do with the information you give us?**

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes.

We will use the contact details you give us to contact you to progress your application.

### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it may affect your application if you don't.



We will use any feedback you provide about our recruitment process to develop and improve our future recruitment campaigns.

### **Application stage**

If you use our online application system, your details will be collected by our data processor Natural HR on our behalf.

We ask you for your personal details including name and contact details. We'll also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our recruitment team will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don't provide it, it won't affect your application. We won't make the information available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you provide will be used to produce and monitor equal opportunities statistics.

### **Shortlisting**

Our recruitment managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

### **Assessments**

We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; prepare and deliver a presentation; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us.

### **Conditional offer**

If we make a conditional offer of employment, we'll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity, and reliability.

You must therefore provide:

- Proof of your identity – you will be asked to attend our office with original documents; we'll take copies
- A criminal records declaration to declare any unspent convictions

We'll contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we'll also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work



### **How long is the information kept for?**

If you are successful in your application, this information is held for six years after your employment end date (in accordance with employment law). Otherwise, the information will be held for a maximum of six months after the recruitment process has completed, before then being destroyed. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

### **How we make decisions about recruitment**

Final recruitment decisions are made by recruitment managers and members of our recruitment team. We take account of all the information gathered during the application process.

You can ask about decisions on your application by speaking to your contact in our recruitment team or by emailing [recruitment@changeworks.org.uk](mailto:recruitment@changeworks.org.uk).

### **Your rights**

As an individual, you have certain rights regarding your own personal data.

For more information on your rights, please see ['Your rights as an individual'](#) on the Information Commissioner's Office (ICO) website.

### **Do we use any data processors?**

No, all information is processed by Changeworks Resources for Life Ltd.

Latest Update: June 2020