

DATA PROTECTION ACT Privacy Notice – Job Applicants

At Age UK Mid Mersey (“the Organisation”), we are committed to protecting and respecting your privacy. As part of any recruitment process, The Organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The Organisation 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Organisation 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and 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).

For what purpose will your data be used?

The personal data you provide in your application and as part of the recruitment process will only be held and processed to facilitate the selection process and in connection with any subsequent employment.

Your personal data may be used to assess your application for employment with the Organisation, to verify your information, to conduct reference checks, to communicate with you and to inform you of further career opportunities. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

In the event of your application resulting in an offer of employment and your acceptance of a position with the Organisation, the data collected will become part of your employment record and will be used for employment purposes.

Who has access to data?

Only selected employees of the Organisation - such as senior management team members, potential future line managers or HR and Payroll staff - have access to your personal data.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment.

We will then share your data with former employers to obtain references for you.

How does The Organisation protect data?

We take the security of your data seriously. We have 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 The Organisation keep data?

Your personal data shall not be kept for longer than is necessary for the recruitment process. Therefore, unsuccessful application data will be deleted one month after the completion of the hiring process.

In addition to using your data for the position for which you have applied, the Organisation may wish to retain and use your application data to consider you for other positions future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Your Rights

You may exercise the following rights in relation to your candidate data:

- 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.

If you would like to exercise any of these rights, please contact hr@aukmm.org.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner, using any of the below contact methods:

Telephone: 0303 123 11113 **Website:** <https://ico.org.uk/make-a-complaint/>

Any questions regarding this Notice and our privacy practices should be sent by email to hr@aukmm.org.uk or by writing to Shelley Brown; HR Lead, The Mansion House, Victoria Park, City Road, St Helens, WA10 2UE. Alternatively, you can telephone 01744 752644.

What if you do not provide personal data?

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, we may not be able to process your application properly.