**RECRUITMENT PRIVACY NOTICE**

As part of our candidate application and recruitment process Age UK Oldham (the “organisation”) collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions. This document sets out:

1. Why we collect your personal information;
2. What information is collected and;
3. How it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

**1) Why do we collect your personal information?**

In order to manage your application, we need to process certain personal information about you. The purposes for this are set out below. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements, so not all of the purposes set out below will apply to you all of the time.

* Application: name, address, employment history, academic and professional qualifications, age, diversity (i.e. gender. ethnicity, disability, sexual orientation), nationality, previous disciplinary matters;
* Assessment: interview, IT based tests, presentation;
* Pre-employment screening.

**2) What personal information might we process?**

Here are some examples of the type of information we may process. There’s a full list in the schedule at the end of this notice.

* Personal details such as name, address, date and place of birth;
* Work history/job data; previous employers, positions, dates, etc.
* Compensation; basic salary, benefits, bonuses, etc.;
* Education and work history including professional qualifications and skills;
* Employer feedback / references to include regulated references where necessary;
* Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers);
* Results of Pre-employment screening checks (e.g. criminal records checks where permitted under local law);
* Assessment results e.g. Presentations; IT tests.

During the process we also capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to attend interviews, to prepare for starting at the organisation (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring.

**3) Who do we share your personal information with?**

The organisation will need to share your personal information internally and may be required to share it with some external parties. Your information will only be shared if it is necessary or required (for example in order to carry out Pre-employment screening).

The recruitment process will involve:

* Assessing and progressing your application;
* Assessing your suitability (skills, strengths, behaviours for the role);
* Activities needed to complete the screening process should your application be successful.

To enable these processes, your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

* Those employees who would have managerial responsibility for you or are acting on their behalf;
* Employees in HR who have responsibility for certain HR processes, for example recruitment.

The organisation may also need to share your information with certain external third parties including:

* Suppliers who undertake background screening on behalf of the organisation ( criminal checking bureaus, etc.);
* Academic institutions (Universities, colleges, etc.) in validating information you’ve provided;
* Other third-party suppliers (or potential suppliers), who provide services on our behalf.

In addition, if you have used our services, we may on occasion share basic demographic and service information with Age UK the national charity so they can help us monitor and ultimately improve the services we provide. The information we share will not include your name or your contact details, unless you give us your consent to do so for a specific purpose, such as sharing your story. When we do share this information, we do so under the lawful basis of legitimate interest.

**4) How do we protect your information?**

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

Your personal information will be retained in accordance with the organisation's Data Protection Policy (which means that we may hold some information after your application to the organisation is complete).

**5) Your Rights**

You are entitled to see the information the organisation holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that the organisation shouldn’t be processing that information, or is processing it incorrectly.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact us.

It is your responsibility to keep your personal information up to date so that accurate application records can be maintained.

**6) Criminal Records Checks**

 As part of the Selection process, the organisation may conduct a criminal record check. These checks are only performed on candidates who have been selected for a role were this is applicable. Your consent will be requested before screening checks are performed.

**7) Processing Conditions**

The organisation will process a range of information you provide as detailed below.

* Name, work and home contact details;
* Date and place of birth;
* Education and work history;
* Individual demographic information in compliance with legal requirements (such as marital status, national identifier, passport/visa information, nationality, citizenship, military service, disability, work permit, date and place of birth or gender);
* Health issues requiring adaptations to working environment;
* Job title, grade and job history;
* Employment contract related information (including compensation, location, hours of work and so on);
* Reporting and managerial relationships;
* Leaves of absence (such as maternity leave, sickness absence);
* Photograph(s);
* Disciplinary / grievance records;
* Time and attendance details;
* Organisation account details;
* Skills and qualifications;
* Training history and plans;
* Results of original and ongoing employee screening, where relevant;
* Details provided in relation to Conduct policies (such as conflicts of interest, personal account dealing, trade body membership and so on);
* Health & safety incidents, accidents at work and associated records;
* Building CCTV images;
* Notes from face to face interviews.

**Appendix:**

Data Protection Policy