

Data Protection Privacy Notice - Recruitment

1. Policy statement

This document is the Privacy Notice of CSWS, which outlines how we use the personal data and personal sensitive data that is provided during the application process, who it might be shared with and why, and for how long it is kept dependent on how you progress in the recruitment process.

In this privacy notice, references to 'we' or 'us' mean CSWS and 'employee' includes workers, agency staff and volunteers.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary (in most cases this will be for no more than 7 years from the end of your employment).

2. Data Controller

The CSWS complies with the General Data Protection Act and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z2148020). The Data Protection Lead (DPL) for CSWS is Vanessa Hasted, Carer Services Manager. Mobile: 07900 742024 Email: vanessa.hasted@carerssupport.org.uk

3. The type of information we collect

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours and interests);
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information about any criminal record
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to appoint:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Information about your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- A copy of your driving licence and car insurance certificate.

4. How we use information

We will typically collect and use this information for the following purposes:

- for the purpose of our legitimate interests: to carry out a fair recruitment process, to progress your application, arrange interviews and inform you of the outcome, to make an informed decision on shortlisting and appointing
- for compliance with legal obligations: equality of opportunity or treatment, to carry out statutory checks, to comply with regulatory and governance obligations and good employment practice.

5. Who we share data with

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also need to share some personal information as needed to follow the law.

6. Where Information may be held

Information may be held at our offices and third-party agencies, service providers and partners described above within the European Economic Area. We have security measures in place to look to ensure that there is proper security for information we hold (see our **Data Protection Policy**). If your data needs to be transferred outside the European Economic Area we will make sure that an adequate level of protection is in place.

7. How do we protect personal information?

We will make sure that any personal information that you give to us is kept secure, accurate and up to date, and only keep it for as long as it is necessary and only for the purposes for which you it was collected. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach (see **Data Breach Process**). We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

We ask you to update your information on Simply Personnel or by contacting the HR Department if anything changes.

8. Retention Periods

How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, considering the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is usually six months after the applicant is notified of rejection. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be anonymised/ pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our **Data Protection Privacy Notice (Employment)**.

9. Your Rights

You have the right to:

- be informed of data processing (which is covered by this Privacy Notice)
- access the information we hold on you (also known as a Subject Access Request)
- have inaccuracies corrected
- have information erased
- restrict processing of your data
- data portability
- intervention in respect of any automated decision making

- withdraw consent (If that was the legal basis on which the data was collected, most recruitment data is collected to process a contract or comply with legal obligations)
- Complain to the Information Commissioner’s Office (See below)

10. Complaints

We hope that our Data Protection Officer Vanessa Hasted, Carer Services Manager can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Production History

Version Number	Date Created/Reviewed	Author/Reviewer	Production/Revision/Review	Date Approved by Board	Scheduled Review Date
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