

Job Applicant Privacy Notice

What information we collect

During the recruitment process we collect a variety of information personal to you such as your contact details, education and employment history, and relevant health information and references (we only seek references once a job offer has been made to you).

How we use your data

We use this data to process your application and undertake the steps needed to recruit the most suitable candidate, what is called a legitimate interest.

In some cases we may need to process data to ensure that we're complying with our legal obligations, for example, to check eligibility to work in the UK.

We may also collect information about whether an applicant has a disability in order to ensure that we make any reasonable adjustments necessary.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it. We may share it with anyone involved in the recruitment process as needed.

We will not share data with any third parties. The only exception to this is when we request references, if you are the successful applicant, or if there is a legal obligation on us to do so.

How long we keep your data

We only hold your data for as long as is necessary. If you are unsuccessful your data will be destroyed 12 months after the recruitment process has closed. This time period is to meet our need to hold data in case of any legal challenges that may arise.

If you are successful your data will pass to your staff file and be held in line with our policy on retaining data for employees. Details of this will be given to you in a new privacy notice when you start work with us.

Your rights over your data

You have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require us to change incorrect or incomplete data;
- Require us to delete or stop processing your data; and
- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you wish to exercise any of these rights please contact our Data Protection Officer Lisa Lee on lisalee@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested during the recruitment process. However, if you do not provide the information we may not be able to process your application properly or at all.