

# WIMBLEDON GUILD OF SOCIAL WELFARE

## Job Applicant Privacy Notice

The purpose of this privacy notice is to set out how we will lawfully process your personal data for the purposes of applicable data protection laws and practice. We respect your rights as a data subject and so it is crucial that we keep you informed on how we intend to use your data.

### 1. What information do we collect?

- a) **Your job application:** when you apply for a job with us you will be asked to provide personal information to support your application and to enable us to determine your eligibility and suitability to work with WG. This will include the personal information we need to enable us to select the right candidate for the role, and may include things such as:-
- 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.
- b) **Pre-employment checks:** if your application for work is successful and we make you an offer of employment then prior to you starting work with us we may use your personal information to carry out pre-employment checks, including criminal record checks and right to work checks, and to verify references.

WG 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.

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).

Your personal data will not be used for the purposes of any automated decision making or profiling.

We shall not process data obtained from publicly available sources.

### 2. Why does WG process personal data?

We need to process data to take steps prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

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.

WG has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the

recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

### **3. Will we transfer your personal data to third parties?**

We may transfer your personal data to the Disclosure Barring Service for the purposes of carrying out criminal record checks in order to confirm your fitness and propriety for the role. We will also contact the referees at the addresses you have provided in your application form to provide references to us. Processing of your personal data by these organisations shall be compatible with the original purposes outlined in section 1b).

### **4. How does WG 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.

### **5. How long will we keep your personal data?**

If you are not successful in securing the role, we shall retain your data for 6 months after the end of the recruitment process. This retention is necessary to enable WG to respond to and defend against legal claims.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **6. What are your rights to the data?**

As a data subject, you have a number of rights. You can:

- 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 WG is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Lead at [astodhart@wimbledonquild.co.uk](mailto:astodhart@wimbledonquild.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

