



## Job Applicant Privacy Notice

As part of any recruitment process, Coventry Independent Advice Service (CIAS) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information do we collect?**

CIAS 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;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

CIAS 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 and from the Disclosure and Barring Service (DBS). We will only seek information from third parties if a job offer 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 our personnel records and on other IT systems (including email).

### **Why does CIAS process personal data?**

We need to process data to take steps at your request 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 our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

CIAS 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 who to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

CIAS 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. We process such information in line with our equality and diversity policy and to exercise specific rights in relation to employment.

If your application is unsuccessful, CIAS may keep your personal data on file in case there are future employment opportunities for which you may be suited. This data will be held for a maximum of six

months. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process and managers within the charity and administrative staff/volunteers if access to the data is necessary for the performance of their roles.

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 and with the Disclosure and Barring Service (DBS) to obtain necessary background checks if appropriate to the role.

### **How does CIAS 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 and volunteers in the proper performance of their duties.

### **How long does CIAS keep my data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration if other employment opportunities become available. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained electronically during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have several 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, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Alan Markey, Director of Service, at [alan.markey@covadvice.org.uk](mailto:alan.markey@covadvice.org.uk)

If you believe that CIAS has not complied with your data protection rights, you can complain to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to CIAS 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.