

**SCDA HR Applicants Privacy Notice**

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| As part of any recruitment process, Sussex Community Development Association (SCDA) collects and processes personal data relating to job applicants. SCDA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The following privacy notice informs you how SCDA intends to collect, use, process and store your data.  SCDA is the Data Controller and we are responsible for any personal data that is provided to us as part of the recruitment process. This means we determine the purposes for, and the manner in which any personal data is to be processed. | |
| What personal data do you need about me? | In order to manage the application process we need to know, for example:   * your name, address, phone numbers and email address. * Details of your qualifications, skills, experience and employment history * Information about your current level of remuneration * Information on entitlement to work in the UK, this may include passport, driving licence, visa information, national insurance number * Information about any criminal record * Information about any disciplinary record * Information about whether or not you have a disability for which the organisation needs to make reasonable adjustments to the recruitment process |
| What personal data would SCDA like to have about me? | In order to monitor our recruitment processes in line with the Equality Act 2010, we would like to collect data about you using our:   * Equal Opportunities monitoring forms   This data will only be sent to the HR department, is not part of recruitment decision making and does not have your name on it. Only HR department employees will have access to the original forms and the monitoring form is separated from the application form on receipt, and these are stored separately and securely in the HR department and it is no longer possible to link the monitoring form to the application form. Email applications will be deleted as soon as the above separation process has been completed. |
| What do you use my personal data for and why? | We need to use your data to:  Process data to take steps at your request prior to entering into a contract with you.  Process data in order to enter into a contract with you.  Process data in order to comply with legal obligations e.g. eligibility to work in the UK.  In other cases, the organisation 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 SCDA to manage the recruitment process, assess and confirm the candidate’s suitability for employment and decide whom to offer a job. SCDA may also need to process data from job applicants to respond to and defend against legal claims.  SCDA may need to collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.  For some roles, SCDA is obliged to seek information about criminal convictions and offences. Where SCDA seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.  If your application is unsuccessful, the organisation may keep your personal data on file for 6 months after receipt in case there are future employment opportunities for which you may be suited or to defend against legal claims. You may ask for further information by writing to:  The Data Protection Lead for HR  SCDA Ltd  Denton Island Community Centre  Denton Island  Newhaven  E. Sussex  BN9 9BA  email: hr@sussexcommunity.org.uk |
| Who sees and holds my personal data? | SCDA HR Department and recruiting managers have sight of the application form, interviewing managers write notes about your interview and we keep any employment-related tests we may ask you to do (e.g. a written exercise or presentation).  Application information is held securely by the HR department and destroyed after 6 months where an appointment has not been made.  If you have any further questions about the personal data that we hold and how we use it please contact the Data Protection Lead for HR (as above).  SCDA will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. The organisation will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks. |
| How do you protect my personal data? | By law we must have measures in place to protect your personal data. As a result we have strict rules to protect the storage and use of all personal data. |
| How long do you keep my personal data for? | SCDA keeps your personal data on file for six months after which time it is confidentially destroyed by a member of the HR department. If you are successful in securing a role, your application records transfer to your employment file and retained during your employment. |
| What rights do I have regarding the use of my personal data? | * You have the right to see your personal data that we hold. * You also have the right to ask us to amend any of your personal data that is incorrect. * You have the right to request the processing of your personal data is restricted. * You also have the right to object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.   To do this you’ll need to contact the Data Protection Lead for HR by writing to SCDA Ltd, Denton Island Community Centre, Denton Island, Newhaven, E. Sussex, BN9 9BA or via email to hr@sussexcommunity.org.uk. |
| What if I do not provide personal data? | You are under no statutory or contractual obligation to provide data to SCDA during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. |
| If I am not happy with the way you use my data, who can I talk to? | If you’re not happy with the way we use your personal data, you can contact the Data Protection Lead for HR, or the Information Commissioner’s Office (ICO). You can call the ICO on 0303 123 1113 or 01625 545 745, or email the ICO at [casework@ico.org.uk](mailto:casework@ico.org.uk)  SCDA is registered as the Data Controller with the ICO, number Z7692257. |