



## **Children North East Job Application Privacy Notice (compliant with GDPR)**

As part of any recruitment process, Children North East collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data.

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

Children North East 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Children North East may collect the information in a variety of ways. Data may be contained in application forms, 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. We will seek information from third parties only once a job offer has been made to you and we will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record on HR management systems and on other IT systems, including email.

### **Why does Children North East process personal data?**

Children North East needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, we need to process data to ensure we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws. It is also necessary to carry out criminal records checks on all prospective employees.

In other cases, Children North East has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- run recruitment processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

We also process other special categories of personal data, such as information about ethnic origin, gender, and health, this is done for the purposes of equal opportunities monitoring. Data which we use for these purposes is anonymised. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR Team and interviewers involved in the recruitment process.

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; in line with our commitment to safeguarding children and young people, we will contact Social Services Area Social Work Teams in all areas where you have resided for the last five years; employment background check providers to obtain necessary background checks.

## **How does Children North East protect data?**

We take security of your data seriously. We have internal policies and controls in place to ensure your data is not lost; accidentally destroyed; misused or disclosed and is not accessed except by our employees in the performance of their duties.

## **How long does Children North East keep data?**

If your application for employment is unsuccessful, the HR Department retain your data on file for 6 (six) months following the recruitment process. Applications are then securely destroyed following the six month period.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel 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.

## **Your rights**

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 Children North East is relying on its legitimate interests as the legal ground for processing;
- ask Children North East to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Team.

If you believe Children North East has not complied with your data protection rights, you can complain to Information Commissioner's Office (ICO). ICO Helpline 03031231113

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

You are under no statutory or contractual obligation to provide data to Children North East during the recruitment process, however, if you do not provide the information, we may not be able to process your application at all.

**HR Team**

**August 2019**