

## GDPR Privacy Notice for all Job Applicants

At Citizens Advice Hammersmith and Fulham (CAHF) we're committed to protecting and respecting your privacy.

This notice is aimed at informing you of how and why your personal data will be used as part of the recruitment process, and how long it will be retained for. Under the General Data Protection Regulation (EU) 2016/679 (GDPR) and Data Protection Law we are required to provide you with information how the data you provide to us is processed.

### Data Protection Principles

We comply with data; protection law and principles which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you, and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Maintain only for as long as necessary for the purposes we have told you about, i.e. in relation to the recruitment exercise
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisation measures.

### Your Personal Information

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, Application including via your Curriculum Vitae/Application form.CV in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth qualification, experience, information relating to your employment history, skills and experience that you provide us.
- If you contact us, we may keep a record of that correspondence

- A record of your progress through any recruitment process that we may conduct

Sources where you're Personal Data Collected?

We collect personal data about candidates from the following sources:

- You, the candidate
- Your named referees, from whom we collect your reference
- From publicly accessible sources, such as LinkedIn etc.

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

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, CAHF needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

CAHF relies on legitimate interests as a reason for processing data, and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

CAHF processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for Equality and Diversity monitoring purposes.

For some roles, CAHF is obliged to seek information about criminal convictions and offences. Where the organisation 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.

CAHF will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **How we will Use Data about You**

We will use the personal data we collect about you to:

- Asses your skills, qualifications and suitability for the role
- Carry out background DBS checks if applicable for the role
- Carry out reference checks
- Communicate with you about the recruitment process
- Keep records related to our recruitment processes
- Comply with legal or regulatory requirements.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of interviewing panel involved in the recruitment process, line managers with a vacancy. CAHF will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will not transfer your data outside the European Economic Area.

## **How does CAHF protect data?**

We takes 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.

## **Data Retention**

We retain personal data of the successful candidate to be kept as part of their personal record.

We will retain your personal data for a period of 1 one if you are unsuccessful. We retain your personal data for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds under the Equality Act 2010. To demonstrate we have conducted the recruitment exercise in a fair and transparent way. We further retain such personal data in case a similar role becomes vacant of which you will be a fitting candidate.

If your application for employment is unsuccessful, the organisation will hold your data on file for one year after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

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;

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation 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

Head of Resources Avonmore Library and Neighbourhood Centre, 7 North End Crescent,  
London W14 8TG

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

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

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