

## **PRIVACY NOTICE**

### **INFORMATION FOR CANDIDATES APPLYING FOR AND UNDERTAKING VOLUNTEERING WITH CHS GROUP**

CHS is committed to protecting your personal data. This privacy notice sets out how your personal data will be collected and processed during the volunteering recruitment and selection process, and during your time volunteering with CHS if your application is successful. Please note that this privacy notice will be regularly reviewed and may be updated from time to time.

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

We collect a range of information about you throughout the recruitment and selection process. This includes:

- your name, address and contact details, including email address and telephone numbers;
- details of your skills qualifications, experience and employment history
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, age, religion or belief; and
- details of any criminal convictions, conditional discharges or cautions where appropriate for the role.

We collect this information in a variety of ways. For example, personal data might be contained in application forms/CV's, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including DBS checks. We will also collect personal data about you from third parties, such as references supplied by former employers and the Disclosure and Barring Service. We will only seek information from third parties once a conditional offer for volunteering has been made and accepted by you and you will be informed of all the checks we will be carrying out and the third parties involved.

If your application is successful, we may also collect information including:

- information about your marital status, next of kin, emergency contacts
- details of your schedule (days of volunteering) and attendance
- details of any workplace investigations in which you have been involved, including any warnings issued to you and related correspondence;
- training you have participated in and related correspondence;
- CCTV (closed-circuit television) images when visiting or volunteering at premises that have a CCTV installation;
- your photo for use on identification passes, for HR records, for internal communications (in our legitimate interests), and external publicity (if you give permission)

Data will be stored in a range of different places, including on your application record, in departmental electronic files/databases and on other IT systems (including email).

## **Why do we process personal data?**

We need to process data to assess your suitability for the volunteering position you have applied for and, if you are successful, for internal communications, and to comply with any legal obligations or volunteering agreement.

We have a legitimate interest in processing personal data during the recruitment process and any subsequent volunteering time. Processing data allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for volunteering, and manage the volunteering relationship with you. The organisation may also need to process data to respond to and defend against any complaints or legal claims relating to the recruitment and selection process and or volunteering placement.

We may also process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our legal obligations and exercise specific rights in relation to employment. Other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief may also be requested for equal opportunities monitoring purposes as recommended by the Equality and Human Rights Commission. This is to ensure, from an early stage whether or not there appear to be any areas of work from which certain disadvantaged groups are excluded. The provision of this information is optional. This data will be held by the relevant department and/or HR department and not shared with the recruiting panel, unless reasonable adjustments are required.

For some roles, we are also obliged to seek information about criminal convictions and offences. This is to carry out our obligations and exercise specific rights in relation to volunteering.

If your application is unsuccessful, the department recruiting volunteers keep your personal data on file for up to twelve months in case there are future volunteering opportunities for which you may be suited. 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 by e-mailing the person to who you originally applied to or alternatively [recruitment@chsgroup.org.uk](mailto:recruitment@chsgroup.org.uk). Please include the details of the volunteering opportunity you applied for in the email.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team and the members of the recruitment and selection panel involved in the recruitment process, managers in the relevant business area and IT staff have access to the data as necessary for the performance of their roles. Where you enquire about a vacancy posted on social media, your employment history and any communications may be visible to members of our administrative team as necessary for the performance of their roles. On occasions, third parties are invited to participate in the selection process and your application/CV will be securely provided to them to enable them to fully participate in the process. You will be notified of all parties involved in the selection process if you are invited to interview. Where deemed necessary, your names will be provided to Reception/Admin staff in advance of your interview so that they can greet you on arrival and ensure that the process runs smoothly.

We will not share your data with third parties, unless your application for voluntary work is successful and you accept a conditional offer to volunteer that we have made to you. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to undertake any necessary criminal records checks required for the role.

We will not transfer your data outside the European Economic Area.

### **How do we protect your data?**

We take data security very 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. Your data may be held securely in electronic and/or manual records. All our staff receive data protection training and are made aware of how data should be handled and stored in accordance with data protection legislation. Where appropriate, IT systems have restricted access arrangements in place to ensure that only authorised staff have access to your data.

### **For how long do we keep your data?**

If your application is unsuccessful, the organisation will hold your data on file for up to six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation may hold your data on file for a further six months to allow for consideration for future opportunities. At the end of that period (or once you withdraw your consent), your data is deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be kept by the relevant department and HR for a period of 6 years from the date that the volunteering agreement ended.

### **Your rights**

Even if we already hold your personal data, you still have various rights under data protection legislation. We will seek to deal with your request without undue delay and in accordance with any legislative requirements. We may keep a record of your communication to help us resolve any issues or requests that you raise.

- Right to object – if we are using data because we deem it necessary for our legitimate reasons to do so and you do not agree, you have the right to object. You also have the right to object to being subject to automated decision making, including profiling and direct marketing.
- Right to withdraw consent – where we have obtained your consent to process personal data for certain activities (including marketing), you may withdraw your consent and request that your personal data be deleted at any time.
- Right to access (subject access request) – you have the right to ask us to confirm what information we hold about you at any time and may ask us to modify or update such information. We may ask you to verify your identity, provide more information and/or where legally permitted decline your request and explain why.
- Right to erasure – in the following circumstances, you have the right to request that your personal data be erased: if the data is no longer necessary for the original purposes it was collected or processed, it has been processed unlawfully, it should be deleted due to a legal obligation or you object to processing and there is no overriding legitimate interest for us to continue processing. We may only decline your request if certain limited conditions apply.
- Right to portability – you have the right to ask us to transfer your data to another data controller.
- Right to block or restrict processing whilst the organisation considers your requests exercised under data protection legislation.

If you would like to exercise any of these rights in relation to the recruitment and selection process, please e-mail the relevant recruiting department, [recruitment@chsgroup.org.uk](mailto:recruitment@chsgroup.org.uk) or [data.protection@chsgroup.org.uk](mailto:data.protection@chsgroup.org.uk) or write to the HR Department, Endurance House, Vision Park, Chivers Way, Histon, Cambridge, CB24 9ZR.

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact our Data Protection Officer using the above e-mail address.

If you remain dissatisfied, then you have the right to complain directly to the Information Commissioner ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns))

### **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 and your request to be considered for a volunteering role may be withdrawn.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **Contact details of the Data Protection Officer**

CHS Group has a Data Protection Officer who can be contacted by e-mailing [data.protection@chsgroup.org.uk](mailto:data.protection@chsgroup.org.uk) or writing to our offices at Endurance House, Vision Park, Chivers Way, Histon, Cambridge, CB24 9ZR

### **Reviewed:**

**Nov 2023 v4**