

PRIVACY NOTICE

INFORMATION FOR CANDIDATES APPLYING FOR WORK 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 recruitment and selection process. 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 qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK including access to forms of identification (eg. birth certificates, Passport, NI No etc);
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, age and religion or belief;
- details of any criminal convictions, conditional discharges or cautions; and
- details of any connections to existing employees or service providers to CHS.

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 and occupational health assessments. We will also collect personal data about you from third parties, such as references supplied by former employers, occupational health and the Disclosure and Barring Service. We will only seek information from third parties once a conditional offer of employment 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.

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

Why do we process personal data?

We need to process data to assess your suitability for the job you have applied for and where appropriate, process your data in order to enter into an employment contract with you.

We also have to meet our legal obligations regarding checking a successful applicant's eligibility to work in the UK before employment starts. We also have 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. The organisation may also need to process data from job applicants to respond to and defend against any complaints or legal claims relating to the recruitment and selection process.

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 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 employment.

If your application is unsuccessful, we keep your personal data on file for up to twelve months in case there are future employment 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 recruitment@chsgroup.org.uk.

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 employment is successful and you accept a conditional offer of employment that we have made to you. We will then share your data with former employers to obtain references for you, Corazon our Occupational Health service provider 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 of 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 for employment 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 employment opportunities. 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 HR file (either manual or electronic or both) and retained during your employment. The periods for which your data will be held will be provided to you in the privacy notice for employees.

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 recruitment@chsgroup.org.uk or 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)

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 job may be withdrawn.

Automated decision-making

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

Contact details of the Data Controller(s) – Recruitment & Selection Process

The Director of HR and ICT and Senior HR Manager are the relevant Data Controllers on behalf of the CHS Group.

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 or writing to our offices at Endurance House (at the address given above).

5th July 2018/Version 2

