



## Job Applicant Privacy Notice

**Data Controller: Camphill Devon Community Ltd, Hapstead Village, Buckfastleigh, Devon, TQ11 0JN**

Camphill Devon Community Ltd is a charity registered with the Charities Commission under charity number 278173 and a company limited by guarantee and registered in England and Wales under company number 1435068.

As part of any recruitment process, Camphill Devon collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which comes into effect in the UK on 25 May 2018.

Our Privacy Officer can be contacted at [privacyofficer@camphilldevon.org.uk](mailto:privacyofficer@camphilldevon.org.uk) or by calling 01364 642631.

### What information does Camphill Devon collect?

Camphill Devon collects a range of information about. 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;
- details of your referees; and
- information about your nationality and immigration status to establish entitlement to work in the UK.

Camphill Devon will also collect the following types of more sensitive personal information:

- Information about criminal convictions and offences.
- Information about your health, including and medical condition health and sickness records (post offer of employment).

### How does Camphill Devon collect this information?

The organisation may collect this information in a variety of ways. For example, data might be contained in your application form, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including where applicable online tests.

Camphill Devon may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks when applicable to the role. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

### Value based personality profiling

Camphill Devon use a value based assessment as part of our recruitment process. If you are invited to an interview you will be asked to complete an online personality questionnaire. You will receive a summary report and the hiring manager will contact you to discuss your profile.

### **Why does the organisation process personal data?**

Camphill Devon needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation 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.

Camphill Devon has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process but only if these are not overridden by your interests, rights and freedoms. Processing data from job applicants allows us 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 legal claims.

The organisation may process special categories of data, such as information about an applicant's health and medical needs to make reasonable adjustments for candidates. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

Camphill Devon is obliged to seek information about criminal convictions and offences. This is necessary for us to carry out our obligations and exercise specific rights in relation to employment with the organisation, which falls under the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, which exempts you from the original Act's non-disclosure of spent convictions.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks (where applicable) and the Disclosure and Barring Service to obtain necessary criminal records checks. We may also need to share some of the above categories of personal information with HR consultants and professional advisors.

### **How does the organisation store this information?**

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 and third party agencies.

Your data will not be transferred outside the European Economic Area (EEA).

### **How does the organisation protect data?**

Camphill Devon takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not accidentally lost or destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or if you withdraw your consent for the organisation to hold your data during this time, your data will be deleted or destroyed.

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. The periods for which your data will be held will be provided to you in the Employee Privacy Policy

**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 the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Privacy Officer whose details are at the beginning of this document.

We hope we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

**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.