



## **JOB APPLICATION PRIVACY NOTICE**

Data controller: TIC+ (Teens in Crisis), Office 73, - 4th Floor - Building 8 , Vantage Point Business Village , Mitcheldean , Gloucestershire GL17 ODD Reg. Charity in England & Wales (1045429)

As part of any recruitment process, TIC+ (TEENS IN CRISIS) 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.

### **What information does the organisation collect?**

The organisation 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, including benefit entitlements;
- 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

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

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

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks when applicable to the role. Our safer recruitment policy requires us to collect references ahead of inviting you to interview. References will only be requested if you are shortlisted. Please advise us if you do not wish us to do this; please also be aware this may delay any appointment we may choose to make while references are subsequently collected.

### **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).

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

The organisation 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.

The organisation 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. 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 ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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

#### **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, interviewers involved in the recruitment process, managers in the team with a vacancy, and IT staff, if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless you are shortlisted for interview, at which point, the organisation will then share your data with former employers to obtain references for you. It may also share your data with employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable to the role.

The organisation will not transfer your data outside the European Economic Area.

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

TIC+ takes the security of your data seriously. It has 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. Restricted access to folders, password protection, and server security protects data kept in digital format; paper records are secured in locked filing cabinets in locked buildings to which access is limited to members of the HR and finance teams.

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

If your application for employment is unsuccessful, your data will be deleted or destroyed. In some circumstances however, we may request your permission to keep basic contact details for the purpose of informing you of future job or training opportunities.

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 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
- 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 TIC+ DPO, whose details are at the beginning of this document.

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.

## **Automated decision-making**

Recruitment processes are not based on automated decision-making at all.