



## **Recruitment Privacy Notice Information for Applicants**

Please note that: Workplace Matters is in partnership with Church Army (Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ) who provide support for the services of the Organisation. The HR Team at Church Army, also function as the HR Team for Workplace Matters.

In the recruitment of posts for Workplace Matters act as the data controller with regards to the personal data you have disclosed to us. Workplace Matters is providing this information in accordance with the General Data Protection Regulations (“the Regulations”).

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

As part of the recruitment process, Workplace Matters collects and processes personal data relating to job applicants.

When you apply for a role with Workplace Matters we collect the following data from you:

- Name and contact details, including address, phone numbers and email
- Your qualifications, and your employment & experience history
- If the role is eligible for a DBS, disclosure of any convictions
- Sensitive medical data, if you disclose a disability
- Your eligibility to work in the UK

If we contact your references, this can be included as data that we have collected from a third party. Workplace Matters will only seek references with your consent and will inform you that we are doing so.

### **Why does Workplace Matters process my data?**

Workplace Matters has a lawful and legitimate basis for processing your personal data during the recruitment process and for keeping records of this process. Processing this data allows Workplace Matters to assess a candidate’s suitability for employment. In some cases, the organisation will need to fulfil a legal obligation such as checking an applicant’s eligibility to work in the UK before the start of employment.

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Workplace Matters is the working name of Ecumenical Partnership Initiatives

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The organisation will not use your data for any purpose other than recruitment process.

You are under no obligation to provide this data for this process. However, if you do not provide the information Workplace Matters may not be able to process your application.

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

The data is mainly contained within the submitted application form, but may also be obtained through interviews and assessments or through any necessary identity documents.

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

If you apply for a job directly with Workplace Matters, then your application and data can only be accessed by the HR & Recruitment team and interviewers. Your information is shared internally for the purposes of the recruitment exercise only and the information that you provide will be used for recruitment only.

When you sign and send your application form to Workplace Matters, you consent to Workplace Matters processing your data.

We will not disclose your data to any other third parties unless we have your explicit consent to do so to obtain references for you. At no time will your data be sold to a third party. Workplace Matters will not transfer your data outside the European Economic Data.

### **How is the data protected?**

Workplace Matters has internal policies and controls in place in order to ensure that your data is protected. Workplace Matters will ensure that your data will not be lost, accidentally destroyed, misused, disclosed, or accessed except by employees in performance of their duties.

### **How long is data stored for?**

Application forms for all candidates are stored for 1 year in accordance with the necessary acts. These forms should be kept for 6 months under Disability Discrimination Act 1995 & Race Relations Act 1976. In addition, there is a 1-year limitation for defamation actions under the Limitations Act.

We will not keep your personal data for any longer than is necessary and once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

If you are successful during the recruitment process, then any personal data collected during the process will be transferred to your personnel file and retained during your employment.

## **Your rights:**

In relation to us processing your personal data you have a number of rights in relation to your data, which can be exercised at any time, including a right to request a copy of the data we hold about you, known as a subject access request.

As a data subject, you have a number of rights. You can:

- be informed on what data is being collected and processed about you;
- 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.
- Allow your data to be shared by automated means from one IT environment to another;

If you would like to exercise any of these rights, please contact Recruitment at Workplace Matters, on [hr@workplacematters.org.uk](mailto:hr@workplacematters.org.uk)

If at any time you have any concerns regarding Workplace Matters and your data protection rights, and those concerns cannot be resolved by Workplace Matters directly, you have the right to take those concerns externally and raise them with the regulator, the Information Commissioner. More information can be found on the Information Commissioner's website, under individual rights.

## **Relevant Legal Information**

The General Data Protection Regulation (GDPR) requires employers to be transparent about the personal data that they hold and how it is used.

In order to process special categories of data, including criminal convictions and offences, employers are likely to rely on the grounds that the processing is necessary to perform obligations or rights under the law. Under the GDPR, special categories of data are defined as information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric data.

The Data Protection Bill, which will repeal and replace the Data Protection Act 1998, is currently being considered by Parliament. The Data Protection Bill contains additional requirements regarding special categories of personal data and data relating to criminal convictions and offences. These requirements have been included into this privacy notice. However, the Bill is subject to change before it comes into force.