

	<h2>JOB APPLICANT PRIVACY NOTICE</h2>	<p><b>HRR001</b>  <b>V1</b>  Date 09.05.18</p>
---	---------------------------------------	--

**Data Controller:** (“the Company”): Double Impact Services

**Data Protection Officer:** Graham Miller [grahammiller@doubleimpact.org.uk](mailto:grahammiller@doubleimpact.org.uk)

### Our Commitment to your Privacy

Protecting personal data is very important to us and we are serious about protecting your personal data.

As part of any recruitment process, Double Impact Services 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 under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants. It is non-contractual.

The Company has appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact him via the email address at the head of this notice or at our Company Head Office.

### What information do we collect?

Double Impact Services collects a range of information about you. This includes:

- your contact details, including your name, address, telephone number and personal email address;
- details of your qualifications, skills, experience and employment history with previous employers;
- your professional memberships;
- copies of qualification/training certificates;
- copy of driving licence;
- other background check documentation such as copies of your birth certificate or passport;
- 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.

**Double Impact Services Ltd**

The Company may also collect, use and process the following special categories of your personal information during the recruitment process:

- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- information about criminal convictions and offences.

### **How do we collect your personal information?**

Double Impact Services may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as an employment agency, references supplied by former employers, information from background check providers and criminal record checks from the Disclosure and Barring Service (DBS). We will only seek information from former employers once a job offer to you has been made and will inform you that we are doing so.

You are under no statutory or contractual obligation to provide personal information to the Company during the recruitment process.

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 Double Impact Services process personal data?**

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

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Double Impact Services 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Double Impact Services may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability (see '*Why and how do we use your sensitive personal information below*').

If your application is unsuccessful, Double Impact Services may keep your personal data on file 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.

## **What if you fail to provide personal information?**

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

## **Why and how do we use your sensitive personal information?**

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- assess your suitability for employment or engagement
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ascertain your fitness to work
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

Where the Company processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy. Personal information that the Company uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

### **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, 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. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and on occasion company professional advisors such as lawyers.

### **How does Double Impact Services protect data?**

We take the security of your data 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.

You can obtain further information about these measures from our data protection officer.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law.

We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

### **For how long does Double Impact Services keep data?**

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied. However, if your job application is unsuccessful, the Company may wish to keep your personal information in case there are future employment opportunities with us. If you agree we will hold your data on file for 6 months. We will ask for your consent before we keep your personal information for this purpose. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. Consent can be withdrawn at any time.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) 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; and
- object to the processing of your data where Double Impact Services is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our data protection officer.

We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. We will normally ask you two types of approved identity in order to process your request (such as a passport and driving license). This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal.

If you wish to withdraw your consent, please contact our data protection officer.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner (ICO) at any time. The ICO is the UK supervisory authority for data protection issues and can be contacted at Wycliffe House, Water Lane, Wilmslow, SK9 5AF or <https://ico.org.uk>.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Double Impact Services during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

### Changes to this privacy notice

The Company reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

### Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection officer

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed: .....

Print name: .....

Dated: .....