



Privacy Notice

Job applicants

This is North Lincolnshire Mind Privacy Notice

As part of recruitment and selection process we are required to process (collect, record, organise, store, share or destroy) personal data about our job applicants and prospective candidates.

This privacy notice outlines why we need your personal data and what we do with it. It also explains what rights you have when it comes to your data.

If you have any concerns or questions please contact us: **North Lincolnshire Mind, Printers Yard, Fenton Street, Scunthorpe, North Lincolnshire, DN15 6QX, tel: 01724 279500, email: support@nlmind.org**

What data do we process?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

- Your basic details and contact information e.g. your name, address;
- Your education details;
- Your work experience information with names and contact details of your previous employer and also details of individuals that will be able to provide reference for you

We may also, with your permission, record data about your ethnic origin, sexual orientation, age, disability status. This helps us monitor recruitment best practice, ensure equal opportunities are given to everyone and help us remove any barriers.

If your application is successful you may – depending on your job role – be required to undergo a Disclosure and Barring Service (DBS) check (Criminal Record Check). We do not keep this data once we've seen it.

Why do we have this data?

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legitimate interest in processing your data;
- We have legal obligation to ask for certain information;
- We have your consent to process your data.

We process your special category data because

- It is necessary for us to monitor that we ensure equal opportunities for everyone and that any potential barriers to employment or applying for the positions are removed.

If we request your criminal records data it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any). We do record that we have checked this.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

How we process your data?

The data we will keep about you will be used only for recruitment and selection purposes. At the recruitment stage we will not share your data with any third parties.

The data you provide will be available only to senior management team and other team members who would be involved in the recruitment, it will have restricted access and will not be available to anyone else.

If your application is not successful we will keep your application form and other relevant paperwork (e.g. interview records) for 6 months in case you wish to challenge the decision. After 6 months all information about you will be destroyed.

Your rights

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

1. You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this service;
2. You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request;
3. You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Information Governance Alliance's guidelines.
4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.

You may need to provide adequate information for our staff to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

If you would like to complain about how we have dealt with your request, please contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/global/contact-us/>