

Applicant Privacy Notice

Data controller: Age UK Bristol, Canningford House, Bristol, BS1 6BY. Tel: 0117 929 7537

Data protection officer: Toni Wood, Executive Assistant, Tel 0117 9297537
gdpr@ageukbristol.org.uk

As part of any recruitment process, Age UK Bristol (AUKB) collects and processes personal data relating to job applicants. AUKB is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does AUKB collect?

AUKB 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 AUKB needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

AUKB collects 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.

AUKB 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.

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 AUKB process personal data?

AUKB needs to process data to take steps at your request prior to entering into a contract or agreement with you. It also needs to process your data to enter into a contract or agreement with you.

In some cases, AUKB 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 or volunteer in the UK before the employment or volunteering role starts.

AUKB has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants

allows AUKB to manage the recruitment process, assess and confirm a candidate's suitability for employment or volunteering role and decide to whom to offer the job or volunteer placement. AUKB may also need to process data from applicants to respond to and defend against legal claims.

Where AUKB relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or volunteers and has concluded that they are not.

AUKB processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment and volunteering

Where AUKB processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, AUKB is obliged to seek information about criminal convictions and offences. Where AUKB seeks this information, it does so in order to comply with its legal obligations and exercise specific rights in relation to employment and volunteering

AUKB 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 will 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 and IT staff if access to the data is necessary for the performance of their roles.

AUKB will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. AUKB will then share relevant personal data with former employers and other referees to obtain references for you, employment or volunteering background check providers to obtain necessary information and the Disclosure and Barring Service to obtain necessary criminal records checks.

AUKB will not transfer your data outside the European Economic Area.

How does AUKB protect data?

AUKB 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. Further details are available in the Information Security Policy, Internet and Email Usage Policy, Mobile and Remote Working Policy, Data Breach Policy

For how long does AUKB keep data?

If your application for employment or volunteering is unsuccessful, AUKB will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data will be deleted or destroyed.

If your application for employment or volunteering 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 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 AUKB to change incorrect or incomplete data;
- require AUKB 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 AUKB is relying on its legitimate interests as the legal ground for processing; and
- ask AUKB to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override AUKB 's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Executive Assistant toniwood@ageukbristol.org.uk. You can make a subject access request by completing AUKB's form for making a subject access request.

If you believe that AUKB 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 AUKB during the recruitment process. However, if you do not provide the information, AUKB may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Automated decision-making means making a decision solely by automated means without human involvement. For example, profiling, is the automated processing of personal data to evaluate certain things about the individual.

Decisions relating to employment or the engagement of volunteers are not based solely on automated decision-making.