Recruitment Privacy Notice

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Easton and Lawrence Hill Neighbourhood Management.

Easton and Lawrence Hill Neighbourhood Management of Easton Community Centre, Kilburn Street, Bristol, BS5 6AW is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2018 (GDPR).

**Who we are**

Up Our Street is registered as a charity under the name Easton and Lawrence Hill Neighbourhood Management, working to deliver communications and community development in the Easton and Lawrence Hill wards of Bristol. We are a charity registered in England and Wales (number 1081691) and a company limited by guarantee (number 4023294).

For the purposes of this Policy, ‘us’, ‘we’ and ‘our’ refer to Easton and Lawrence Hill Neighbourhood Management.

**What information do we collect?**

During recruitment we collect personal data from candidates such as

* Your name
* Your address
* Your email address
* Your telephone number
* Work history
* Any other work related information you provide, for example, education or training certificates.

We collect ‘sensitive’ or equalities information during recruitment to ensure that we can monitor whether we are attracting diverse candidates for our vacancies as we are committed to be an equal opportunities employer, you can find out more about this by reading our Equal Opportunities Policy in the application pack. The information is collected anonymously using Survey monkey and is not connected to the application form.

**What do we do with your personal information?**

We may use the personal data we collect to

* Contact you by telephone or email to inform you of the shortlisting outcome.
* Send you a direct invitation by email to attend an interview.
* Contact you by telephone or email to inform you of the interview outcome.

**Basis of processing your data**

We process your data as a legitimate interest during the recruitment process.

With your consent we keep your data until our role is filled. When that period is over, we will keep it in our database for up to six months should a similar role become available. You are free to change your preferences at any time by contacting us at contact@upourstreet.org.uk.

**Failing to provide data**

If you fail to provide personal data where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to enter into an employment contract). In this case, we may have to cancel an offer of employment with you but we will notify you if this is the case at the time.

**How and where we store your information**

**How long**We will keep your personal information for up to six months. If you have any questions about how long we keep your data, please contact us at contact@upourstreet.org.uk

**Security**We have in place appropriate controls to protect any personal data you provide. Our computer systems use encryption products that require a password to boot and our mobile phones are all protected with password, PIN protection or fingerprint recognition, access is restricted to senior members of staff during the recruitment process.

We may use external companies to process personal data on our behalf, we will only use companies that have secure processes for handling personal data. When we use these companies we remain responsible for the storing and processing of the personal data you give us.

**When we share your information**We do not share or swap your information with any other charities or organisations.

We do not transfer any data outside of the European Economic Area (EEA).

**Third parties**We may employ or contract third parties to carry out tasks on our behalf. These third parties are bound by contract to protect your data and we remain responsible for their actions.

**Automated decision making**

We do not use automated decision making or profiling.

**Your choices and telling us when things change**

**Preferences**
You can change your preferences on what you receive from us or how we contact you, at any time. You can do so by e-mailing us at contact@upourstreet.org.uk or calling 0333 023 5460.

**Updating your details**
We appreciate it if your details are up to date. You can update us by e-mailing us at contact@upourstreet.org.uk or calling 0333 023 5460.

**Your rights**You have the right to be informed about how we process your personal data, the right to access your data and the right to have your personal data held by us rectified if it is inaccurate or incomplete.

You may have the right to ask us to erase your personal data, to ask us to restrict our processing or to object to our processing of your personal data. You can make these requests at any time by emailing us at contact@upourstreet.org.uk or calling 0333 023 5460.

**Reporting data breaches**

Personal data breaches are reported to the Information Commissioners’ Office no later than 72 hours after us becoming aware of a breach, unless the breach is unlikely to result in a risk to the rights and freedoms of individuals.

A personal data breach means a breach of security leading to the destruction, loss, altering, unauthorised disclosure of or access to personal data. This is much wider than just data loss. All breaches must be documented. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, for example employees, data controllers must notify them directly.

For more information about your rights under GDPR you can visit the website of the [Information Commissioner’s Office](https://ico.org.uk/).