

## **Job Applicant Privacy Notice**

**NOTE:** The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

**Data controller: Arthur Rank Hospice Charity, Cherry Hinton Road, Shelford Bottom, Cambridge, CB22 3FB (Registered Office).**

**Data protection officer: Sheena Fisher; Tel 01223 675803 or email [sheena.fisher@arhc.org](mailto:sheena.fisher@arhc.org)**

### **Who are we?**

We are Arthur Rank Hospice Charity, a UK registered charity (charity number 1133354) in England and Wales and we are a company limited by guarantee (company registered number: 07086155). We also have a trading company trading company, Arthur Rank Hospice Limited (company number 3059033).

### **Our registered office is**

Cherry Hinton Road  
Shelford Bottom  
Cambridge  
CB22 3FB

We also have a centre in Wisbech, called

Alan Hudson Day Treatment Centre  
North Cambs Hospital  
The Park  
Wisbech  
PE13 3AB

We are registered with the UK Information Commissioner's Office (ICO) as a data controller, registration number Z689965X (Arthur Rank Hospice Charity).

### **What information do ARHC collect?**

ARHC collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;

- details of your education, qualifications, skills, experience, professional membership(s) and employment history;
- information about your current/ previous 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;
- information about your driving licence;
- 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 (this is optional)

ARHC collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

ARHC will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. ARHC 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 ARHC process personal data?**

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

In some cases, ARHC 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 in the UK before employment starts.

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

ARHC processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability or if it is necessary to

receive occupational health information before an applicant takes up their post. This is to carry out its obligations and exercise specific rights in relation to employment.

Where ARHC 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, ARHC is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

ARHC will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you have consented in writing to us, that your personal data may be retained on file in case there are future employment opportunities for which you may be suited. In these circumstances, you are free to withdraw your consent at any time.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

ARHC will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. ARHC will then share your data with former employers to obtain references for you, Occupational Health to seek health clearance, if required and the Disclosure and Barring Service (through our provider, Ucheck) to obtain necessary criminal records checks (Ucheck Privacy Policy available at <https://www.ucheck.co.uk/new-privacy-policy/>)

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

### **How does ARHC protect data?**

ARHC takes the security of your data seriously. There are many measures in place to ensure your information is kept safe. This includes the use of a professional IT company to support in the storing of your data and all staff being trained in information governance: in the unlikely event of a data breach, all members of staff can identify this and are aware of the steps which then need to take place. This helps to prevent your personal information from being lost, misused, accessed by

unauthorised individuals, modified or disclosed. All information held by ARHC is held in accordance with legal requirements.

### **For how long does ARHC keep data?**

If your application for employment is unsuccessful, ARHC will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow ARHC to keep your personal data on file, ARHC will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment 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 a new (HR) 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;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.
- If you would like to exercise any of these rights, please contact Human Resources, Arthur Rank Hospice Charity, Cherry Hinton Road, Shelford Bottom, Cambridge, CB22 3FB or email [privacy@arhc.org](mailto:privacy@arhc.org)
- You can make a subject access request by completing ARHC's form for making a subject access request.

If you believe that ARHC has not complied with your data protection rights, you can complain to the Information Commissioner (ICO). The ICO is the body that regulates ARHC under Data Protection and Freedom of Information legislation

<https://ico.org.uk/>.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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

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

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **Updates to this document**

We will check this Privacy Notice at least once a year to make sure it is up-to-date and accurate, in line with changes in the law and that it adheres to best practice. If any changes are made, they will be shared on our website and through correspondence which we will share with you.

This version was published in May 2018.