

PRIVACY NOTICE – JOB APPLICANTS

1. Introduction

As part of any recruitment process, Age Connects Cardiff and the Vale (herein referred to as Age Connects) 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.

2. What information do we collect?

This may include but may not be limited to:

- 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;
- 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.

We may collect this information in a variety of ways. For example, data might be contained in application forms, 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 references supplied by former employers. We will seek information from third parties only once a job offer to you has been made.

Data will be stored in several different places, including on your application record, in HR management systems and on other IT systems (including email).

3. Why do we process this personal data?

In making an application for a position with us, we need to process data to undertake a recruitment process and we need this data before we could enter into any employment 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.

Age Connects 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 complaints.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. This information is anonymised, and is processed separately from the job application forms.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

4. Who has access to data?

Your information may be shared internally for the purposes of the recruitment process. This includes interviewers involved in the recruitment process including external partners such as the Local health Board when posts are working as part of integrated teams within health settings, administrator's and line managers in the service area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

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 and other named referees to obtain references for you and Disclosure and Barring Service checks where necessary.

5. How does Age Connects 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.

6. How long will my data be retained?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. After the twelve months, your information will be destroyed.

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 set out in the organisations employee privacy notice.

7. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Age Connects 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.

