

Personal Information Advice Note (Privacy Notice) for Job Applicants

Data controller: English Rural Housing Association

As part of any recruitment process, English Rural Housing Association collects and processes personal data relating to job applicants. English Rural Housing Association is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Data Protection contact

English Rural Housing Association has appointed a data protection manager. They can be contacted at Data Protection Manager, English Rural Housing Association, 7A Strutton Ground, London, SW1P 2HY or by email at info@englishrural.org.uk

Questions about this notice, or requests for further information, should be directed to the data protection manager.

What personal data does English Rural Housing Association collect?

Personal data is any information about an individual from which that person can be identified. It does not include data where an individual cannot be identified (anonymous data).

English Rural Housing Association collects a range of information about you at different points during the recruitment process. 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 previous and current levels of remuneration;

- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

The Association may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. English Rural Housing Association 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 and on IT systems (including email).

How is your personal information collected?

The Association may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment [such as new starter forms]; from correspondence with you; or through interviews, meetings or other assessments. If you are asked to complete a psychometric profile, it will be generated based on your responses to the questionnaire completed online via software provided by the test designers.

In some cases, we may collect personal data about you from third parties, such as CVs from recruitment agencies, references supplied by former employers, employment background check providers and information from criminal records checks permitted by law.

Why does English Rural Housing Association process personal data?

The Association needs to process data in order to make an assessment of your qualifications, skills and experience related to the job you have applied. It may also need to process your data to enter into a contract with you.

In some cases, the Association 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.

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

The Association may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics with a view to promoting equality of opportunity. It may also collect information about whether or not applicants are disabled so that reasonable adjustments can be made for candidates who have a disability. English Rural Housing Association processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where this is the case, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers, Board Members and staff involved in the recruitment process, managers in the business area with a vacancy and IT staff may also have access to the data by virtue of their access to IT systems but would not access the data other than is necessary for the performance of their roles.

Your data will also be shared externally where part of our recruitment activity is outsourced, for example, the HR Services Partnership Ltd who assist us with the administration and management of the recruitment process.

The Association will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Association will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks (if this is required for the role).

Any providers are required to take appropriate security measures to protect your personal data in line with Data Protection legislation. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

English Rural Housing Association will not transfer your data outside the European Economic Area.

How does English Rural Housing Association protect data?

The Association 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.

For how long does English Rural Housing Association keep data?

If your application for employment is unsuccessful, English Rural Housing Association will hold your data on file for 6 months after the end of the relevant recruitment process. 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 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 Association to change incorrect or incomplete data;
- require English Rural Housing Association to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Association is relying on its legitimate interests as the legal ground for processing and there is no overriding legitimate interest to continue this processing.

If you would like to exercise any of these rights, please contact our Data Protection Manager as per the contact details at the beginning of this Notice.

If you believe that English Rural Housing Association has not complied with your data protection rights, you can complain to the Information Commissioner (www.ico.org.uk).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to English Rural Housing Association during the recruitment process. However, if you do not provide

the information, English Rural Housing Association will not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.