



## **Privacy notice for job applicants**

**Data controller:** PAPYRUS Prevention of Young Suicide based at Unit 1, Bankside, Warrington, WA1 1UP.

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

### **What information does the charity collect?**

The charity 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 the charity 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.

The charity 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, a criminal record check or collected through interviews or other forms of assessment.

The charity 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. The charity 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 the charity process personal data?**

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

Where the charity 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 workers and has concluded that they are not.

The charity 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.

Where the charity 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.

The charity will request a criminal record check after a risk assessment for a post reveals that one is legal and proportionate. This process will be completed and analysed by the People Team.

Applicants who are required to complete a criminal record check will be asked to provide the People Team with a range of original documents to prove their identity, in line with the DBS Code of Practice. The Company uses the Disclosure and Barring Service, via Due Diligence Checking Ltd (DDC Ltd) to process criminal record checks.

The charity will not use your data for any purpose other than the recruitment exercise for which you have applied and the collation of statistical information regarding the specific recruitment campaign and equal opportunities monitoring.

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

Your personal information and equal opportunities monitoring information will be processed and analysed by the People Team for the purpose of managing your application and for the statistical monitoring of job applications. Your equal opportunities will be held securely in the People department and not shared with the recruiting manager as part of the recruitment process.

Interviewers involved in the recruitment process and managers in the business area with a vacancy will have access to your job history, current level of remuneration, qualifications and personal statement to enable them to shortlist your application. Your name and contact details will be shared with the recruiting manager and interview panel once the shortlisting process has been completed. This information will be held securely within the business.

The charity will not share your personal data with third parties, unless your application for employment is successful and it makes you an offer of employment. The charity will

then share your name with former employers to obtain references for you; your name and email address and the personal information you provide as part of the DBS application for employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. For roles which require a criminal record check we will also share your information with Due Diligence Checking Ltd (DDC Ltd).

The charity will not transfer your data outside the European Economic Area.

### **How does the charity protect data?**

The charity 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. Your application will be saved onto a secure section of the company's server and anonymised copies will be sent via an internal email or printed and shared with the recruiting manager to enable them to complete the shortlisting process. Hard copies of the anonymised applications will be made available to the recruiting managers for the assessment and interview process. Once this process is complete applications will be returned to HR and held securely until being destroyed in line with process detailed below.

### **For how long does the charity keep data?**

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

If you would like to exercise any of these rights, please contact Louise Kerrigan, Head of People on 01925 572444. You can make a subject access request by emailing [HR@papyrus-uk.org](mailto:HR@papyrus-uk.org).

If you believe that the charity 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 the charity during the recruitment process. However, if you do not provide the information, the charity 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. The company do however ask that all employees provide this information to enable the company to monitor and analyse equal opportunity information regarding its workforce.

### **Automated decision-making**

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