



HEALTH POVERTY ACTION

Job Applicants Privacy Notice

This notice applies to all job applicants.

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- medical or health information including whether or not you have a disability
- information included on your CV or application form, including references, education history and employment history
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- documentation relating to your right to work in the UK

How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly. This includes the information you would normally put in a CV or application form, and any cover letter. It also includes notes made by our selection panel during a selection interview and notes on any tests completed as a part of the interview process.

We will collect data about you from third parties, such as employment agencies, if you come to us via an agency, and former employers when gathering references.

Personal data is kept in hard copy personnel files and within the Company's HR and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons.

Special categories of data

Special categories of data are those relating to your:

- health
- sex life

- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

Where we hold it, we will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where you choose to withdraw consent.

If you do not provide your data to us

One of the reasons for processing your data is to ensure that we are able to confirm your employment with us if you are the selected candidate. Without certain data, we may be prevented from confirming your employment with us in relation to our legal obligations if you do not provide us with this information, for example confirming your right to work in the UK or, where appropriate, confirming your legal status for carrying out your work via a criminal records check.

Sharing your data

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties. This includes, for example, the HR department for maintaining personnel records and the team conducting the recruitment process to assess applications.

We share your data with third parties in order to:

- obtain references as part of the recruitment process
- obtain HR advice relating to the legitimate interests of the organisation, as set out above

We may also share your data with third parties as part of a Company sale, merger or restructure, or for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for. If you are unsuccessful, your data will be kept for a period of 6 months after which your data will be securely and safely destroyed. If you are successful in being offered a position with us you will become an employee at which point you should refer to the Employee Privacy Notice to understand how your data is handled.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.