

SHEFFIELD DIOCESAN BOARD OF FINANCE

JOB APPLICANT DATA PRIVACY NOTICE

Data controller: Sheffield Diocesan Board of Finance, Church House, 95-99 Effingham Street, Rotherham S65 1BL

Data Compliance Officer: Diocesan Secretary, Telephone Number 01709 309100

This notice explains what personal data (also referred to as 'information') we hold about you, how we collect it, and how we use it. The notice also explains how we may share information about you during the course of the recruitment and selection process and after it ends. Please ensure that you read this notice and any other similar notice we provide to you from time to time when we collect or process personal data about you.

We collect and process personal data relating to applicants to manage the recruitment process. We are committed to being transparent about how we collect and use your data and meet our data protection obligations.

In this notice, references to 'we', 'us' or 'our' are references to Sheffield Diocesan Board of Finance.

What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (2016/679 EU).

What information do we collect?

We collect and process 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 including start and end dates;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your ethnic origin, gender, age, religion or belief and whether or not you have a disability for the purposes of equal opportunities monitoring;
- information about your nationality, immigration status and entitlement to work in the UK and information from related documents, such as your passport or other identification and immigration information;
- where applicable information relating to your conduct and your criminal record including information from your Confidential Declaration, criminal offence data

(including allegations), barring data, court findings or orders and the results of a Disclosure and Barring Service (DBS) check;

- references about you from third parties
- Information about other individuals living or employed in your household who are over 16 years of age, where applicable. This includes criminal offence data (including allegations), barring data, court finding and orders.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, or on a confidential declaration form, 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 current and former employers and information from criminal records checks. We will seek information from third parties only with your permission.

Data will be stored in a range of different places, including locked storage, in HR management systems and on other IT systems (including email).

How do we process your personal data?

We comply with our obligations under the General Data Protection Regulation (GDPR) by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

Why do we process your personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

In other cases we have 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 legal claims.

We may process special categories of personal data such as information about ethnic origin, gender, age, religion or belief for recruitment and equal opportunities monitoring purposes.

We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and comply with specific rights in relation to employment.

For the purposes of safer recruitment if you have applied for a role where you work from home with children and vulnerable adults, we collect information on members of your household to ensure that they do not pose a risk. It is our expectation that you will inform these individuals that you have put their details on the confidential declaration and explain the reason for this.

When information has been disclosed on the form it may be used by the Diocesan Safeguarding Adviser to carry out a risk assessment.

We will not use your data for any purpose other than recruitment and selection for the vacancy for which you have applied and to meet the standards of safer recruitment.

Who has access to your data?

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

We will share your data with current and former employers and others you have requested to act as referees to obtain references for you. This will only be done if you have given your consent on the application form and are called for interview.

If your application for employment is successful and we make you an offer of employment then we will share your data with CCPAS and the Disclosure and Barring Service to obtain necessary criminal records checks where required.

We will not transfer your data outside the European Economic Area without your permission.

How do we protect your 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 and others authorised to participate in our recruitment processes. We limit access to your personal data to those who have a genuine business need to know or use it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Physical personal data is stored securely in locked filing cabinets or drawers. Data stored on our IT system is password protected and is held on drives with restricted access.

For how long do we keep your data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process.

If you agree to allow us to keep your personal data on file, we 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. You will be provided with an Employee Data Privacy Notice which will cover how your data is processed as an employee of the Sheffield Diocesan Board of Finance.

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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where it is no longer necessary for us to retain the data;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- withdraw your consent to processing at any time if we are relying on consent as the legal ground for processing;
- request that we transmit your data directly to another data controller where this is possible

If you would like to exercise any of these rights, please contact the HR Manager at Church House, 95-99 Effingham Street, Rotherham S65 1BL, telephone number 01709 309100.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone number 0303 123 1113.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide us with data 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.

Automated decision-making

Our recruitment processes are not based on automated decision-making.