

## Privacy Notice for Job Applicants

Issue Date: April 2018

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| <b>Data controller:</b>         | UK Antarctic Heritage Trust (UKAHT)<br>High Cross<br>Madingley Road<br>Cambridge<br>CB3 0ET<br>Tel: 01223 355049<br>Email: info@ukaht.org |
| <b>Data protection officer:</b> | Lisa Avis<br>Administration Manager<br>Tel: 01223 355049<br>Email: lisa@ukaht.org   |

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

### Information Collected

UKAHT 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 UKAHT needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

UKAHT may collect 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, or collected through interviews or other forms of assessment including online tests.

UKAHT may 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. UKAHT 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).

## **Reasons for Processing Personal Data**

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

In some cases, UKAHT 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.

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

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

If your application is unsuccessful, UKAHT may keep your personal data on file in case there are future employment opportunities for which you may be suited. UKAHT will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## **Access to Data**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment 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.

UKAHT will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. UKAHT will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Your data may be transferred outside the European Economic Area (EEA) to obtain references and background checks from previous employers. Data is transferred outside the EEA on the basis of seeking information of your previous employment/education and such applications will adhere to UKAHT's Data Protection Policy.

## **How does UKAHT protect data?**

UKAHT 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. UKAHT has a Data Protection Policy, which is reviewed annually by the Data Protection Officer annually.

## **For how long does UKAHT keep data?**

If your application for employment is unsuccessful, UKAHT will hold your data on file for **six weeks** 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 shortlisted, UKAHT will hold your data on file for **twelve 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 UKAHT to change incorrect or incomplete data;
- require UKAHT 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 UKAHT is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Lisa Avis, Administration Manager – email: [lisa@ukaht.org](mailto:lisa@ukaht.org), tel: 01223 355049, address: High Cross, Madingley Road, Cambridge CB3 0ET.

If you believe that UKAHT has not complied with your data protection rights, you can complain to the Information Commissioner.

You are under no statutory or contractual obligation to provide data to UKAHT during the recruitment process. However, if you do not provide the information, UKAHT may not be able to process your application properly or at all.

## **Automated decision-making**

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

**END**