



## Data protection privacy notice (recruitment)

### About this notice

This notice explains what personal data (information) we hold about you, how we collect it, and how we may use and share information about you during the application process in accordance with data protection legislation. Please ensure that you read this notice.

### Who collects the information?

UK Youth is a 'data controller' and gathers and uses certain information about you and so, in this notice, references to 'we' or 'us' mean UK Youth.

### Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection (employment) policy.

### What information we collect

We may collect the following information up to and including the recruitment shortlisting stage:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your academic and professional qualifications, experience, employment history including job titles, salary and working hours and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- Information regarding any criminal record;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence.

*You are required (by law or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position.*

### How we collect the information

We may collect this information from; you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.



## Why we collect the information and how we use it

We will typically collect and use this information for the following purposes:

- To take steps to enter into a contract;
- For compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- For the performance of a task carried out in the public interest and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or the purposes for which we collect and process it.

## How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

## Sensitive personal information and criminal records information

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Recruitment of Ex-Offenders and Data Protection Policies and further information can be sought by emailing [hr@ukyouth.org](mailto:hr@ukyouth.org) to request them

## Where information may be held

Information may be held at our offices, and third-party agencies, service providers, representatives and agents as described above.

## How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the extended period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available on request in our retention policy available by emailing [hr@ukyouth.org](mailto:hr@ukyouth.org)



## Your rights to correct and access your information and to ask for it to be erased

If (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. Please contact our Data Protection Officer who can be contacted at [dataprotection@ukyouth.org](mailto:dataprotection@ukyouth.org)

You also have the right in certain circumstances to ask our Data Protection Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten'). Our Data Protection Officer will provide you with further information about the right to be forgotten, upon request.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach and will notify you and where we are legally required to do so any applicable regulator of a suspected data security breach.

## How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or via telephone: 0303 123 1113 for further information about your rights.

## DOCUMENT CONTROL SHEET

Document Name:	Data protection privacy notice (recruitment)
Issue Number:	Issue 1
Document Owner:	Director Operations
Date:	December 2018
Review Date:	December 2019
Document History:	Issue 1 - 1st formal issue

Document approved by:	SMT
Date approved:	Issue 1 – Dec 2018