

Recruitment Privacy Notice

Issue Date: 1 April 2021

The Baca Charity strongly believes in protecting the privacy of the personal data you provide us. We also believe it is important to be transparent by informing you about how we will process your data. This document explains how Baca may process your personal data and the rights you have in this respect. Therefore, we encourage you to read this Privacy Notice carefully.

When we use terms such as we, us, our and Baca in this notice, we mean 'The Baca Charity'.

Your information will be held by Baca. More information on Baca can be found at www.bacacharity.org.uk

Your personal information will be held securely by us so that we can look after your potential employment relationships with us. This will include information you provide when you apply to us, and any additional information provided by you in various ways.

What information do we collect from you?

The information we collect about our candidates during the selection and recruitment process are:

- Basic information about yourself, such as full name, phone number, email address, postal address, gender and information to verify your identity
- Information regarding your employment and educational history, career aspirations, interests and referee contact details
- Information provided by the candidate to pass to assessment 3rd parties to carry out the tests
- In some cases, an admission test of some form – result of written or oral tests
- Nationality
- Certificates of training
- Driving licence details
- Documents providing nationality (Birth certificate, Passport and if applicable visas)
- Criminal record
- Proof of national insurance number

Baca collects information about candidates in the course of the recruitment process. Some of this information is collected directly from you. Other information is generated automatically when you use or otherwise interact with Baca's systems or provided to Baca by third parties (for example, recruitment agencies, referees and educational institutions). The organisation 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.

The organisation may also collect personal data about you from third parties, including references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that we are 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), Microsoft 365, DBS system and locked filing cabinet.

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you.

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

The organisation 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 our obligations and exercise specific rights in relation to employment.

Where the organisation 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.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, we do so because it's necessary for us to carry out our obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Line Managers, members of the HR admin team, interviewers involved in the recruitment process and the Leadership & Management team.

The organisation will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks, External HR Service Provider, Local Authority, Trustees and External DBS Service.

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

How does the organisation protect data?

The organisation takes 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six 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. This is commonly known as a “data subject access request” and enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or remove your data where there is no good reason for the organisation to continue processing it. You also have the right to ask the organisation to delete or remove your personal information where you have exercised your right to object (see below);
- object to the processing of your data where the organisation is relying on our legitimate interests as the legal ground for processing and there is something about your particular situation which makes you want to object to processing on this ground. Legitimate interest means the interest of the company’s business in conducting and managing our business to enable us to give the best service/product; and
- request the transfer of your data to another party.

You also have the right to be informed about how your data will be collected, processed and stored. We are meeting this obligation by publishing this privacy notice but, if you do not feel that the notice is clear or comprehensive enough you are welcome to contact us and we will do our best to explain how your data is handled by us.

If you would like to exercise any of these rights or if you have any questions about how your data is handled, please contact Jimmy Zachariah, Chief Executive at jimmy.zachariah@bacacharity.org.uk.

If you believe that we have not complied with your data protection rights, you can discuss this with the company's Data Protections Contact (see contact details above) or complain to the Information Commissioners Office which enforces data protection laws: <https://ico.org.uk>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation 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.

Modifications

This Privacy Notice may be adjusted from time to time. Baca reserves the right to modify or amend this Privacy Notice at any time. The effective date of this Privacy Notice is displayed at the beginning of this notice. Please check back periodically, and especially before you provide any personally identifiable information.