



Job Applicant Privacy Notice

As part of any recruitment process, Northumberland CVA collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

For the purposes of recruitment, Northumberland CVA collects a range of personal information about you:

- 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 the organisation needs to make reasonable adjustments during the recruitment process
- Information about any criminal convictions
- Information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, in application forms, CVs, 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 former employers. We will seek references from third parties only once a job offer has been made to you and will inform you that we are doing so, or when you specifically consent to us doing so before a job offer has been made.

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).

Why do we process your personal information?

We need to process your personal information to take steps at your request prior to entering into an employment contract with you. If your application is successful, we will need to process your personal information further to enter into an employment contract with you.

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

Northumberland CVA has a legitimate interest in processing personal information during the recruitment process and for keeping records of the process. Processing personal information from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom we will offer a job.

We may also need to process personal information from job applicants to respond to and defend against legal claims.

Northumberland CVA is committed to promoting equality of opportunity for all and welcomes employees from all sections of the community. To fulfil this commitment, we may process special categories of personal information, such as ethnic origin, sexual orientation or religion or belief, in order to monitor recruitment statistics. We collect this information on a separate anonymised form. Any information that you choose to provide on this form will be strictly confidential and will not be stored with any other personal information we hold about you. This anonymised information will only be used to show where we need to target our recruitment activity to help remove barriers wherever they exist in our recruitment processes.

We may also collect information about whether or not applicants are disabled so that we can make reasonable adjustments for those who have a disability. We process such information to carry out our obligations and to allow candidates to exercise specific rights in relation to employment.

Who has access to your personal information?

Your personal information may be shared internally with the following people for the purposes of the recruitment process: members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area that has the vacancy you have applied for, and any admin staff for whom access to your personal information is necessary for the performance of their roles in the recruitment process.

We will not share your personal information with third parties, unless your application for employment is successful and we make you an offer of employment, or when you have specifically consented to us to do so before a job offer has been made. We will then share your data with former employers to obtain references for you, and to make any other necessary employment background checks to obtain necessary background checks.

How does Northumberland CVA protect your personal information?

We take the security of your personal information very 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 Northumberland CVA keep your personal information?

If your application is unsuccessful, Northumberland CVA has a legitimate interest in keeping your personal data on file in the form of application documents, disclosures and interview notes for one year in case there are future employment opportunities for which you may be

suited. If you prefer that your personal information is not kept for these purposes, you are free to exercise your rights at any time (See below for more information on your rights).

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) 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:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

To find out more about these rights and how to exercise them, read our main Privacy Policy at: www.northumberlandcva.org.uk (link to privacy policy page)

If you believe that the organisation has not complied with your data protection rights, you have the right to complain to the Information Commissioner's Office (ICO). [Find out how to report a concern to the ICO.](#)

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Northumberland CVA during the recruitment process. However, if you do not provide the information, we will be unable to process your application successfully.