

Job Applicant Privacy Notice

Data Controller: Bible Society, 01793 418100

Data Protection Officer: Carol Nichol, 01793 418100

The Data Controller is Bible Society who is responsible for holding and using personal information.

As part of any recruitment process, the organisation 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 meeting its data protection obligations.

This notice can be amended at any time.

Data Protection Principles

Bible Society will comply with data protection law and personal information held about employees must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes and not used in any way that is incompatible with those purposes.
- Relevant to the purposes and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary.
- Kept securely.

What information does the organisation collect?

The organisation 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;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The organisation may collect this information in a variety of ways. For example, data might be contained in CVs, obtained from your passport or other identity documents or collected through interviews or other forms of assessment, including an online medical questionnaire.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, education establishments, church representatives 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 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).

Why does the organisation process personal data?

The organisation needs to process data to take steps to enter into an employment contract with you.

In some cases, the organisation 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.

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 special categories of data, such as information about ethnic origin, age and gender to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable workplace adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

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

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

Who has access to data?

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

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment e.g. occupational health.

The organisation will obtain data from former employers and other referees, named by you, to gain references and where necessary the Disclosure and Barring Service to obtain necessary criminal records checks.

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. 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. The policies associated with this notice can be obtained from our Data Protection Officer or HR team.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

For how long does the organisation keep data?

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

You may allow the organisation to keep your personal data on file past this period. If not, at the end of that period your data is deleted/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. A new privacy notice will be provided to you about the periods for which your data will be held.

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 the organisation to change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

If you would like to exercise any of these rights, please contact Carol Nichol, Bible Society, Stonehill Green, Westlea, Swindon SN5 7DG or on 01793 418100.

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

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

The organisation's recruitment processes are not based on automated decision-making.

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