

## **Recruitment privacy notice**

PACT is a 'data controller' for the purposes of data protection legislation and collects and processes personal data relating to applicants for employment, volunteering and contracting opportunities as part of our recruitment and appointment processes. We are committed to being transparent about how we collect and use that data.

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Data protection principles**

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

### **About the information we collect and hold**

We may collect the following information about you during the recruitment and appointment processes:

- Your name, and any previous names used, and contact details (i.e., address, home and mobile phone numbers, email address);
- Details of your education, training and qualifications, experience and employment history (including name(s), telephone numbers and address(es) of current and previous employer(s), dates of employment, details of position(s) held, notice period in current employment, current salary, reasons for leaving and details of what you were doing during any gaps in employment or education;
- Names and contact details of referees and their relationship to you;
- Equal opportunities monitoring information, including information about your ethnicity, sex, sexual orientation, gender, age, disability and religious or similar beliefs;
- Whether or not you have a disability for which we need to consider making reasonable adjustments during the recruitment process;
- Copies of identification documents taken at interview for the purposes of Right to Work in the UK and Disclosure and Barring Service (DBS) checks;

- Information regarding your criminal record, including information obtained from the Disclosure and Barring Service and from overseas police checks, if applicable;
- Details of your membership of professional bodies;
- Copies of shortlisting assessment scores where relevant, and any interview notes and any assessment exercise/s;
- Information about your previous academic and/or employment history in references provided by previous employers and/or education providers, including details of any conduct, safeguarding, grievance or performance issues and attendance;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.

We seek to ensure that our information collection and processing is always proportionate.

### **How we collect the information**

PACT collects this information in a variety of ways. We may collect this information from you, employment agencies, your referees, including previous employers and education providers, the Disclosure and Barring Service (DBS), relevant authorities for overseas checks, professional bodies and PACT IT and telephone systems, including Outlook email.

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

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection policy):

- For compliance with our statutory or regulatory obligations as an employer, for instance to check your entitlement to work, to safeguard and protect children and vulnerable adults, to satisfy safer recruitment obligations, to confirm fitness to practice (for certain professions)
- For the purposes of our legitimate interests or those of a third party (such as the DBS or professional body) but only if these are not overridden by your interests, rights or freedoms
- To manage the recruitment process, assess and decide on your suitability for employment, provision of services or volunteering with PACT
- To take steps to enter into a contract of employment, or other written agreement with you
- For equal opportunities monitoring purposes

### **Where information may be held**

Data is stored on PACT's IT systems, our website host (Generate) for online applications and at our offices and third party service providers (Ucheck for DBS checks).

We have security measures in place to seek to ensure that there is appropriate security for the information we hold.

## **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, the nature of the information concerned and the purposes for which it is processed.

Further details on our approach to information retention and destruction are available in our Record Retention Policy. Please contact [Dataprotection@pactcharity.org](mailto:Dataprotection@pactcharity.org) if you wish to receive further information on this.

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

Please contact our Data Protection Lead who can be contacted by email at [Dataprotection@pactcharity.org](mailto:Dataprotection@pactcharity.org) if 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.

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

## **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. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **How to complain**

We hope that our Data Protection Lead 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 telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.