

Recruitment privacy notice

1. Who we are

PACT is a charity that supports children and families.

PACT is a **data controller**, which means we decide how and why your personal data is used.

2. Who this notice applies to

This notice applies to:

- Job applicants
- Volunteers
- Contractors applying to work with PACT

3. How the recruitment process works and how we use your data

We use your data at different stages of recruitment.

3.1 Application stage

We collect information you provide, including:

- Name and contact details
- Work history and qualifications
- Skills and experience

Why we use this data: To review your application and decide if you meet the role requirements

Legal basis: Legitimate interests and taking steps before entering into a contract

3.2 Shortlisting and interview

We may record:

- Interview notes
- Assessment results
- Feedback from the panel

Why we use this data: To assess candidates fairly and consistently

Legal basis: Legitimate interests

3.3 Pre-employment checks (safer recruitment)

If you are shortlisted or offered a role, we will carry out checks such as:

- Right to work checks
- DBS (criminal record) checks (where required)
- Reference checks
- Qualification and professional registration checks

Why we use this data:

To meet legal requirements and ensure safe recruitment, especially for roles involving children or vulnerable people

Legal basis: Legal obligation and public task

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3.4 Decision and job offer

We use your data to:

- Make a final recruitment decision
- Offer a role

Legal basis: Taking steps to enter into a contract and legitimate interests

3.5 Equal opportunities monitoring

We may collect information about:

- Ethnicity
- Gender
- Disability
- Age

Why we use this data: To monitor fairness and equality in recruitment This information is used in a way that does not identify you where possible.

Legal basis: Legal obligation and substantial public interest

4. What personal data we collect

We may collect:

- Name, address and contact details
- Employment history and qualifications
- References
- Interview notes and assessment results
- Right to work documents
- DBS and criminal record information (where required)
- Equal opportunities information

5. Sensitive and criminal offence data

Some information we collect is more sensitive, including:

- Health or disability information (for reasonable adjustments)
- Criminal record information (DBS checks)

We use this data:

- To meet legal requirements
- To ensure safe recruitment

6. Where your data comes from

Your data may come from:

- You (application forms, CVs)
- Referees and previous employers
- Recruitment agencies
- DBS providers
- Professional bodies
- Internal systems (e.g. email and recruitment systems)

7. Who we share your data with

We only share your data when necessary.

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This may include:

- DBS providers (e.g. Ucheck)
- Referees and previous employers
- Professional bodies
- Government or regulatory bodies

8. How we keep your data safe

We protect your data by:

- Using secure IT systems and recruitment platforms
- Limiting access to authorised staff
- Storing documents securely
- Using approved third-party providers

9. How long we keep your data

We only keep your data as long as needed.

Type of Data	Retention Period	What Happens Next
Unsuccessful applicants	Up to 6 months	Securely deleted
Interview notes and assessments from unsuccessful applicants	Up to 6 months	Securely deleted
Successful applicants	Transferred to employee record	Managed under employee privacy notice
DBS and check records	Kept in line with legal and safeguarding requirements	Securely deleted

Exceptions: We may keep data longer if required for legal, safeguarding, or audit purposes.

10. International transfers

We store your data in the UK. We do not transfer your data outside this areas without appropriate safeguards.

11. Your rights

You have rights under data protection law:

- To know how your data is used
- To access your data
- To correct inaccurate data
- To request deletion (in some cases)
- To object to how your data is used

12. Contact us

If you have questions or want to use your rights:

- Email: dataprotection@pactcharity.org
Address: PACT Head Office, 7 Southern Court, South Street, Reading RG1 4QS
Phone: 0300 456 4800

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13. Complaints

If you are unhappy with how we use your data, you can contact the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk>
Phone: 0303 123 1113

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