



Privacy Notice: May 2018

(1) Who we are

The Big life group delivers children and families, health and wellbeing, and skills and employment services, and as such employs staff in these areas of work.

We collect personal information from you when apply for a role within the organisation.

We do this in order to provide you with a contract of employment, comply with legal requirements and to administer entitlements such as pension payments. This Privacy Notice sets out how we will use your personal data.

(2) The types of personal data we collect and how we collect it

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 to meeting its data protection obligations.

The organisation collects a range of information about you. The types of data we collect are:

- Personal details (such as name, address, contact information and email) so that we can contact you
- Employment details (such as 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 your entitlement to work in the UK
- We also collect equal opportunities monitoring information, including information about your health, religion or beliefs, sexuality, ethnicity, and offending details.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms or CV's, obtained from your passport or other identity documents, or collected through interview or other forms of assessment including online tests.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers 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 going to do 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.

(3) Why we collect your personal data and what is our legal basis for doing this

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

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its 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, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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.

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

(4) Who we share your data with

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy 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. The organisation will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

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. All our staff are required to adhere to our confidentiality and information security policies.

(5) How long will we keep your data and why

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 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.

(6) Your rights under Data Protection Law

Under the Data Protection Law, your rights are as follows:

- You have the right to be informed about how we process your data (This is detailed in this Privacy Notice)
- You have the right to request that we correct your data if it's factually inaccurate or incomplete. We are required to respond to requests within one month.
- You have the right to access a copy of the information we keep about you or authorise another person or organisation to be provided with this information – this is known as a Subject Access Request. We are required to provide this within one month.
- In some circumstances, you have the right to ask us to erase all your personal data (but we may refuse to do this if we can show we have a lawful reason to keep it)
- In some circumstances, you have the right to object to data processing or request that data processing is restricted (but we may refuse to do this if we can show we have a lawful reason to keep it)

If you have a concern about the way we are collecting or using your personal data or want to ask us about any of your rights described above or ask us any other questions about this Privacy Notice, please contact our Data Protection Officer:

Nic Seccombe
The Big Life Group HQ
1st Floor
463 Stretford Road
Manchester
M16 9AB
nic.seccombe@selfhelpservices.org.uk

If you are not happy with our response, you have the right to complain to the Information Commissioners' Officer. This is the UK's Independent Authority. It has enforcement powers and can investigate complaints and compliance with Data Protection Law. Your rights are described in detail on the ICO's website: - <https://ico.org.uk>.