



## **Job applicant privacy notice**

As part of our recruitment process, RACPD collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use data and to our data protection obligations.

### **What information do we collect?**

We collect 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
- information about your entitlement to work in the UK
- information required for security clearance and DBS checks (where applicable)
- information about your current level of remuneration, including benefits

We will collect this information in a variety of ways. For example data will be obtained through, CVs, covering letters, obtained from your passport or other identity documents or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties such as references supplied by former employers or information from criminal records checks where applicable. We will only seek information from third parties once a job offer has been made and we will inform you that we are doing so.

Data will be stored in a range of different places, including an electronic and paper recruitment file and other IT systems (including email). All paper files are stored in locked cupboards.

### **Why do we process personal data?**

In some cases, we need to process data to ensure that we are complying with our legal obligation.

We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation will also need to process data from job applicants if required in order to respond to and defend against legal claims.

Where applicable we will collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such data to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek further information about criminal convictions and offences. Where we seek this information we do so because it is necessary for us to carry our obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

Your information will be shared internally for the purpose of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business

area of the vacancy and the IT manager if access to the data is necessary for the performance of their role.

We will not share your data with third parties, unless your application is successful and you are made an offer of employment. We will then share your data with former employers to obtain references for you and the relevant regimental security office to obtain security clearance. For relevant roles, we will share your information with Schools First who are RACPD's Registered Body for Disclosure and Barring Service checks who will then pass your information to the Disclosure and Barring Service to obtain the necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

### **How do we protect data?**

We take security of your data 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. All emails are stored in the secure HR email which can only be accessed by the HR Advisor. All electronic documents are kept in a secure area where access is restricted to those employees involved in the recruitment process. Our IT systems meet security specifications set out by European and UK Law. All soft copy paperwork stored in locked drawers and only shared with those employees involved in the recruitment process.

### **How long do we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 1 year after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent; your data will be deleted or destroyed. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in our retention policy.

### **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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data,
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact the GDPR lead at [gdprlead@racpd.org.uk](mailto:gdprlead@racpd.org.uk), GDPR Lead, RACPD, Royal Artillery Barracks, Larkhill, Salisbury, SP4 8QT, 01980 845789.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner (ICO). <https://ico.org.uk/concerns/>

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.