



Job applicant privacy notice for employees and volunteers

This privacy notice reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018.

Data controller: SOLACE WOMEN'S AID

Data protection officer: RETNADEVI THEVARAJAH dpo@solacewomensaid.org

As part of any recruitment process, Solace Women's Aid (Solace) collects and processes personal data relating to job applicants. Solace is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations which is further explained in its Data Protection policy, available on request.

What information does Solace collect?

Solace 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;
- information about your current level of remuneration and notice period;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- information on whether you have a conviction; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Solace collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Solace will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made..

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 e-mail).

Why does Solace process personal data?

Solace 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.

Solace will need 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.

Solace also 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. Solace may also need to process data from job applicants to respond to and defend against legal claims.

We process health information to make reasonable adjustments to the recruitment process for candidates who have a disability and to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Such data will be anonymised and only used for monitoring purposes.

Solace works with vulnerable people and is obliged by law to seek information about criminal convictions and offences in order to carry out its obligations and exercise specific rights in relation to employment.

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

Automated decision making

Our recruitment processes are not automated.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise on a need to know basis only. This includes members of the HR and recruitment team and interviewers involved in the recruitment process and other 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. Upon your acceptance of the offer, Solace will then share your data with former employers as provided by yourself to obtain references, and the Disclosure and Barring Service to obtain necessary criminal records checks. Any other checks or sharing of data will be undertaken with your prior consent.

How does Solace protect data?

We take the security of your data very 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. Our Privacy Policy and statements are available on our websites, and our Data Protection Policy is available on request.

For how long does Solace keep your data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or should you withdraw your consent before that, 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. The periods for which your data will be held will be provided to you in a separate privacy notice for employees.

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 Solace to change incorrect or incomplete data;
- require Solace to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- ask Solace to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Solace's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer using the e-mail address: dpo@solacewomensaid.org.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office, their Helpline number is 0303 123 1113 or can be reached via their website <https://ico.org.uk/>.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Solace 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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.