



How we use personal data – information for Job Applicants

Please see C70 general privacy statement on our website [link](#) (please ask if you would like a paper copy)

For further information on your rights you can contact The Information Commissioner's Office www.ico.gov.uk

Under UK GDPR, data subjects are entitled to exercise the following rights:

- **Right of Access:** Find out what kind of personal information is held about you and get a copy of this information.
- **Right of Rectification:** Ask for your information to be updated or corrected.
- **Right to Data Portability:** Receive a copy of the information which we have.
- **Right to Restrict Use:** Ask for your personal information to stop being used in certain cases, including if you believe that the personal information about you is incorrect or the use is unlawful.
- **Right to Object:** Objecting to use of your information (where a party is processing it on legitimate interest basis) and to have your personal information deleted.
- **Right to Erasure:** In certain circumstances, you may also have your personal information deleted.

Controllers determine how personal data is processed, **Processors** process personal data on behalf of a Controller, and data subjects are persons whose personal data is collected or used. Controllers within or outside of the EU are required to respond to requests from EU data subjects who ask to exercise their GDPR rights.

C70 collects and processes personal data relating to job applicants. C70 is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Information the organisation collects

C70 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, employment history, training;
- 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;
- information about criminal convictions; and
- details of ethnic origin, disability, gender, sexuality, religion or belief.

The organisation may collect 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.

C70 may also collect personal data about you from third parties, such as references, information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing 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 (including email).

How the organisation processes your personal data

C70 needs to process data to assess your application and to enter into a contract with you.

In some cases, we need to process data to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We 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 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 legal claims.

C70 may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. C70 processes such information to carry out its obligations and exercise specific rights in relation to employment.

For most roles, C70 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 and a requirement of some funders.

C70 will not use your data for any purpose other than the recruitment exercise for which you have applied. Also, if your application is unsuccessful C70 may keep your personal data on file in case there are future employment opportunities for which you may be suited.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes admin staff, interviewers involved in the recruitment process, managers.

C70 will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. C70 will then share your data with referees to obtain references for you, employment background check providers to obtain necessary background checks and to the Disclosure and Barring Service.

If you do not provide personal data

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

Security of your information

C70 will take reasonable precautions to prevent the loss, misuse or alteration of information you provide. All staff and volunteers who access your data have had data protection training to make sure your information is handled sensitively and securely.

C70 stores your information in case files and folders on secure servers and in C70 databases and ensures only authorised access with individual log ins and passwords. The data is backed up and secured securely. Your personal data is kept safe using strong passwords and encryption.

Where your data is processed

Your data is stored and processed within the EEA. If C70 ever has to share your personal data with third parties and suppliers outside the European Economic Area (EEA) C70 will ensure they evidence compliance with UK GDPR.

Retention Periods

C70 only keeps your data for as long as is necessary for the purpose(s) for which it was provided. Normally this is for 6 years after the interview or application date. 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. You will be advised of these retention periods separately.

Automated decision-making

Recruitment processes are not based on automated decision-making.

Your data, correction, deletion, change or preference

C70 need the information held about you to be accurate and up to date. Please advise promptly of any changes to your personal circumstances or details.

Please get in touch with us at manager@centre70.org.uk or call 020 8670 0070 if you would like to exercise your right:

- to update your details
- obtain a copy of the data C70 has for you
- want C70 to correct or update any information held about you
- if you want to stop receiving information about C70s services or the medium by which that information is communicated
- if you want to request deletion from C70s records
- if you have any questions

If you want to make a complaint

If you are not happy with how C70 has handled your data, you can [make a complaint](mailto:complaints@centre70.org.uk) complaints@centre70.org.uk

You can also [raise your concern with the Information Commissioner's office](https://ico.org.uk/concerns/handling/) <https://ico.org.uk/concerns/handling/>