Job Applicant Privacy Notice

Information About Us

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Introduction

Yorkshire Wildlife Trust understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

This notice sets out how the Trust will handle, process, store, transport and destroy personal information relating to its applicants and workers. The purpose of this policy is to ensure that the Trust:

- complies with prevailing legislation;
- protects the rights of applicants and workers from or about whom it collects data;
- is open and transparent about how it stores and processes an individual's data; and
- protects itself from the risk of a data breach.

This policy will be reviewed at least annually. Any material changes will be communicated.

What information does the Trust collect?

The Trust 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
- Whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

The Trust may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. Information may also be collected by third parties such as recruitment agencies. And processed on the Trust's behalf.

The Trust may also collect personal data about you from third parties, such as references supplied by current or former employers, information from employment background check providers and information from criminal records checks. The Trust will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including your application record, in HR management systems and on other IT systems (including email).

Why does the Trust process personal data?

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

In some cases, the Trust 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 Trust 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 Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend legal claims.

The Trust may process personal 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. The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information as a vital interest, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment and the protection of the public and young children.

The Trust will not use data that will identify you for any purpose other than the recruitment process for which you have applied. If you are successful, your application will be transferred into a personnel file and information about how the information will be used can be found in the Trust's Employee Privacy Notice.

Who has access to my data?

Your information may be shared internally for the recruitment process. 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. Where the post is funded by an external partner, or involves partnership working, a representative from the funder or partnership may be involved in the recruitment process. In such cases, your information will also be shared with them.

The Trust will not share your data with any other third parties, unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with current and former employers to obtain references for you, and, if appropriate to the role, the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does the Trust protect data?

The Trust takes the security of your data seriously. The Trust has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties. This includes storing information in locked filing cabinets, locked down electronic files and on finance/HR databases.

The Trust will only engage third parties under appropriate data processing agreements and who meet our minimum-security standards to process personal data on its behalf. This would be on the basis of written instructions/agreements, under a duty of confidentiality and with an obligation to implement appropriate technical and organisational measures to ensure the security of data. Technical measures include Multi factor Authentication (MFA) or Two-Factor Authentication (2FA).

How long does the Trust keep data?

If your application for employment is unsuccessful, the Trust will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data will be 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 period for which your data will be held after you leave the Trust is set out in the Trust's Data Protection Procedure.

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 the Trust to change incorrect or incomplete data
- Require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact HR – hr@ywt.org.uk

Raising a concern or reporting a breach related to data protection

A personal data breach can be broadly defined as 'a security incident that has affected the confidentiality, integrity or availability of personal data'. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on the individual(s) concerned.

Should a breach arise, the immediate priority shall be to contain the breach, assess the potential adverse consequences for the individual(s) affected and limit the scope. Consideration will be given as to how serious or substantial the consequences are, and how likely they are to happen.

If you believe that the Trust has not complied with your data protection rights, you should first raise it with the Head of HR or Director of Finance who will arrange to meet with you to discuss your concern(s). Should your complaint not be satisfactorily resolved, you may lodge a complaint with the Information Commissioner's Office:

https://ico.org.uk/make-a-complaint/data-protection-complaints/

Telephone: 0303 123 1113

What if you do not provide personal data?

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

Automated decision-making

Automated decision-making plays no part in the Trust's recruitment processes.