

### Overview

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### Who are we?

Yeldall Manor is a Christian charity offering residential substance misuse treatment / rehabilitation and aftercare to people with drug or alcohol addictions. This privacy notice explains how we use any personal information we collect about you.

Our full name is Yeldall Christian Centres. We are a registered charity, number 1000038 and a company limited by guarantee, number 02482048. Our registered office is Yeldall Manor, Bear Lane, Hare Hatch, READING RG10 9XR.

Yeldall Christian Centres ('Yeldall') is a 'data controller' and gathers and uses certain information about you in order to offer you our services.

### Data protection principles

Yeldall is committed to protecting all personal information we obtain about you. We will only collect and use your personal information for carefully considered and legitimate purposes.

When we use your personal information, we will always consider if it is fair and balanced to do so and whether it would be within your reasonable expectations that we would use your data in this way. We will never share your information with any other organisation for their own marketing purposes, and we never sell anyone's information.

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection and Record Keeping & Confidentiality policies.

### About the information we collect and hold

#### What information

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs;

## Data protection privacy notice (Recruitment)

- Information regarding your criminal record;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers\*;
- Information regarding your academic and professional qualifications\*;
- Information regarding your criminal record\*;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information\*;
- A copy of your driving licence\*.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked \* above to us to enable us to verify your right to work and suitability for the position.

### How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), the Disclosure and Barring Service (DBS) and the Home Office.

### Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection policy):

- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or funders or as required to comply with the law.

### Sensitive personal information and criminal records information

## Data protection privacy notice (Recruitment)

Under data protection law, certain categories of personal information are recognised as sensitive, including health information, race, religious beliefs, and sexual orientation ('sensitive personal data'). We only collect sensitive personal data if there is a clear reason for doing so. For example, we need to ask questions about religious belief for those prospective staff and volunteers who will have regular contact with our residents, in line with the Christian ethos of Yeldall Manor. The basis and condition for processing this information is Article 9 (2) (b) 'employment'.

We also need to collect information on previous convictions of staff members in order to safeguard the residents on our programme and provide the most appropriate care for them. Care is taken to ensure that such data is processed in accordance with UK Data Protection law and with the utmost discretion.

### **Where information may be held**

Information may be held at our offices and on our cloud-based server. All data is stored secured in the EEA.

### **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation) – normally six months- after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our Data Protection policy and Data Protection Privacy Notice for Employees.

### **Your rights to correct and access your information and to ask for it to be erased**

You have the right to ask for a copy of the information that we hold about you: you can request a copy by contacting us (by post – Yeldall Manor, Bear Lane, Hare Hatch, Reading, RG10 9XR, telephone – 0118 940 4411, email – [info@yeldall.org.uk](mailto:info@yeldall.org.uk) or via our website [www.yeldall.org.uk](http://www.yeldall.org.uk)). We may require you to provide documentation to verify your identity and to work out what data belongs to you.

We want to make sure that your personal information is accurate. You may ask us to correct or remove information if you think it is inaccurate.

You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. If you have shared sensitive personal

information with us, with your consent, you can withdraw this consent at any time. To object or to withdraw your consent, please contact us.

#### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**How to complain**

We hope that Yeldall can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.