



APPLICANT PRIVACY NOTICE

1. What is the purpose of this document?

Peer Power Youth is a **“data controller”**. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying to join the Peer Power team (whether as an employee, worker, contractor or volunteer). This privacy notice makes you aware of how and why your personal information will be used, namely for the purposes of the recruitment process, and how long it will usually be retained for.

2. Data protection principles:

We will comply with all applicable data protection law and principles including the Data Protection Act 2018, which means that your personal information will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3. The kind of information we hold about you:

Personal information, or personal data, means any information about an individual from which that person can be identified. It does not include information where the identity has been removed (anonymous data).

There are certain types of more sensitive personal information which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- Name, title, address, telephone number, email address.
- Application letters and CVs (previous employment background, education history, professional qualifications, language and other relevant skills, certification, certification expiration dates, details on performance management ratings, development programs planned and attended, e-learning

programs, performance and development reviews, driver's license information)

Depending on your role, we also collect, store and use the following sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, gender identity, employment and education history.
- Information about your health, including any medical condition, allergy and/or disability and support needs
- Information about criminal convictions and offences, experience of care, youth justice and ACEs (Adverse Childhood Experiences).
- Documentation required under immigration laws including passport, citizenship and details of residency or work permit.
- Information necessary to complete a background check.

We will also collect any other personal information you choose to provide to us in your application or during an interview.

4. How is your personal information collected?

We collect personal information about applicants using the following sources:

- You, the applicant, by email or messaging service, on the phone or using forms (Microsoft365).
- CRM system.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named references.

5. How we will use information about you:

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role you have applied to.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- Where it is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our organisation to appoint someone to that role.

Having received the personal information you have provided to us in your application, we will then process that information to decide whether you meet the basic requirements for the role. If you do, we will decide whether to invite you for an interview. If we decide to invite you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then carry out criminal record and reference checks before confirming your appointment.

6. If you do not provide personal information:

If you do not provide information, when requested, which is necessary for us to consider your application (for example, your work or education history), we may not be able to process your application fully. This may mean that we cannot take your application further.

7. How we use particularly sensitive personal information:

We will use your particularly sensitive personal information in order to:

- a) ensure we are complying with the law;
- b) ensure we are able to protect your life;
- c) meet the legitimate interests of any third parties such as funders;
- d) ensure we are meeting Equal Opportunities requirements; and
- e) pay you for your work.

We process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations or exercise rights in connection with recruitment, including to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- Where it is needed in the public interest, such as for equal opportunities monitoring and reporting.

Criminal convictions

We will collect and process information about criminal convictions in order to:

- a) ensure we are complying with the law;
- b) satisfy ourselves that there is nothing in your criminal history which makes you unsuitable for the role;
- c) ensure we are able to protect your life and wellbeing and that of your peers; and
- d) help us carry out research into the services that we provide.

We will only process such information in accordance with what is permitted under local law.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such information.

8. Automated decision-making:

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Sharing information with third parties:

Your personal information will be shared with third parties in the following instances:

- Where required by law.
- For the purpose of processing your application.
- Where we have another legitimate reason in doing so.

We also disclose personal information we hold to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose personal information we hold to the prospective seller or buyer of such business or assets. If we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply any contract with you or other agreements; or to protect our rights, property, or safety of our employees, volunteers, beneficiaries or others.

“Third parties” includes third-party service providers (including contractors and agents), as well as the Social Services, third party organisations that administer any qualifications or schemes that you may complete with us (such as AQA), the police and Peer Power employees and volunteers on a need-to-know basis.

Aggregated de-identified personal information will be shared with third parties in the following instances:

- Where funders require us to monitor our impact and feedback results.
- To illustrate the impact of our work with overall facts and figures on our website, in our newsletter or emails to interested parties, in funding bids or whilst presenting at events.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

10. Keeping your information safe:

We strive to keep your information as secure as possible. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. All physical files containing personal information are locked away in fireproof cupboards with keys removed from the office out of hours. All digital files containing personal information are stored in files only accessible but those employees that need access. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

11. How long we keep your information:

We will retain your personal information for as long as we are processing it, as outlined our data retention policy.

If we decide to offer you the role, we will retain the personal information that you provide during the application process for up to six years afterwards so that we can (1) ensure we are complying with the law, (2) ensure the safety of you and your peers and (3) to meet the legitimate interests of third parties.

If we do not decide to offer you the role, we will [only retain your personal information for up to one year so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the recruitment process in a fair and transparent way.

After the applicable period, we will securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

In some circumstances we anonymise your personal information so that it can no longer be associated with you, in which case we use such information without further notice to you.

12. Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact the HR in writing via hr@peerpower.org.uk.

You also have the right to withdraw your consent for processing your information at any time. To withdraw your consent, please contact the HR via hr@peerpower.org.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application or your information and, subject to our retention policy, we will dispose of your personal information securely.

13. Data privacy manager

We have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager via hr@peerpower.org.uk.

You have the right to make a complaint at any time to the [Information Commissioner's Office \(ICO\)](#), the UK supervisory authority for data protection issues.

14. Changes to this notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

I, _____, acknowledge that on _____ (date), I received a copy of Peer Power Youth's Applicant Privacy Notice and that I have read and understood it.

Signature

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Name

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