



Candidate Privacy Notice

Conditions for Processing

Navigate CIO needs to keep and process information about you for recruitment purposes. The information we hold and process will be used for our management and administrative use. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately during the recruitment process.

This includes using information to enable us to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Data

Categories of Data

- Personal Data, i.e. about you
- Interview Performance

Much of the information we hold will have been provided by you, but some may come from other sources, such as any recruitment agency that is working on your/our behalf.

The sort of information we will hold includes your application form and references, correspondence with or about you, and the information provided by the recruitment agency.

Sharing Data

Any information submitted by you to Navigate is strictly private and confidential. Under the General Data Protection Regulation 2018, Navigate has a legal duty to protect any information it collects from you and keeps strict security standards to prevent unauthorised access to it. Navigate will not pass on your details to any 3rd party except:

- Any partner organisation we are working with to manage the recruitment process
- Any partner we are directly working with in conjunction with the job vacancy you are applying for

Navigate will only share information with any other 3rd party if you give permission to do so or if Navigate are required to do so by law or other regulation.

Explicit Consent

Sensitive data is defined in the General Data Protection Regulation as Racial or Ethnic origin, Political opinions, Religious beliefs or beliefs of a similar nature, Membership of a trade union, Physical or Mental Health or condition, Sexual life, Commission or alleged commission of an offence, Proceedings for any offence or alleged offence, or sentence of court.

Where necessary, we may keep information relating to your health, which could include GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations - to consider how your health may affect your ability fulfil the role and whether any adjustments might be appropriate.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

Rights

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us: access to and rectification, or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

General Information

- Personal information may be kept in a file, securely locked away, or on computer.
- You have the right to see this information on request, and that it will be kept for the following timescales:

Type of Record	Retention Period
Interview Records for Unsuccessful Candidates	One year
Interview Records for Successful Candidates	Six years after employment ceases
DBS Information	Results are kept during employment, and kept for a further two years after employment ceases
Documents proving the right to work in the UK	Two years after employment ceases
Health and Safety Consultations	Permanently

Navigate will do its utmost to ensure that information that is kept on file or on a computer is checked for accuracy at regular intervals.

How to get a copy of your personal information

You can access your personal information we hold by emailing the person listed as the contact for the vacancy to make a request. The initial timescale is one month.

Concerns

If you have any concerns about the way your data is to be handled, or any concerns in the future, please contact us. We will do all we can to assist you.

Email: gdpr@navigatecharity.org.uk

Telephone: 01823 299050

If you feel that we have not addressed your concerns, you have the right to complain to the Information Commissioners Office (ICO).

More information is available on their website: <https://ico.org.uk/concerns/> alternatively, their contact number is 0303 123 1113.