**JOB APPLICANT PRIVACY NOTICE**

Abbeyfield Belfast is committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR) and Data Protection legislation in the United Kingdom. This Privacy Notice tells us about the information we collect from you, what we ask others to tell us about you and what we do with your information and who we share it with.

As part of any recruitment process, Abbeyfield Belfast collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and uses that data and to meeting its data protection obligations.

**What is Personal Data?**

Personal data is information relating to an identified person or to a person that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access.

**What type of Personal Data do we collect?**

Abbeyfield Belfast 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 disability for which we need to make reasonable adjustments during the recruitment process; and

• Information about your entitlement to work in the UK.

Abbeyfield Belfast may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers. 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 emails)

**Why do Abbeyfield Belfast process personal data?**

Abbeyfield Blefast 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, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant’s eligibility to work in the UK before employment starts.

Abbeyfield Belfast 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 us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer the job. We may also need to process data from job applicants to respond to and defend against legal claims.

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

**Who has access to data?**

Your information may be shared internally for the purpose of the recruitment exercise. This includes members of the HR and recruitment 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.

Abbeyfield Belfast will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does Abbeyfield Belfast protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long do we keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is 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 periods for which your data will be held will be provided to you in a new privacy notice.

**Your Rights**

As a data subject, under Data Protection you have a number of rights. You can:

* Access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data
* require the organisation to delete or stop processing your data. For example, where the data is no longer necessary for the purpose of processing; and
* object to the processing of your data where Co-Ownership is replying on its legitimate interests as the legal ground for processing.

If you wish to exercise any of your rights above you should contact Human Resources.

If you wish to request a copy of the information that we hold you should contact Head Office.

Your data will not be used for marketing purposes unless we have your consent. You will have the right to withdraw your consent.

If you have any queries about this notice please contact Head Office on 02890 381332.

**What if you do not provide personal data?**

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

**How to Complain**

We hope that Abbeyfield Belfast can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner for further information about your rights and how to make a formal complaint.