

1. Statement

As part of data protection legislation we are required to let you know what personal data (information) we will collect, hold, manage and may share about you. This notice particularly relates to the use of data which is submitted by individuals who are applying for employment with Derbyshire Mind.

Derbyshire Mind takes care to ensure that we process and manage information safely and securely in line with the data protection principles and our Data Protection Policy. Please ensure that you read this information and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

2. Information we collect and hold

The following table summarises the information we collect and hold during the recruitment process for any post at Derbyshire Mind. It outlines how and why we collect it, how we use it and who it is shared with.

Section 1 – up to and including the interview stage			
The information we collect	How we collect it	Why we collect it	How we use and may share the information
Personal information (name, contact details etc)	From you	Legitimate interest; to carry out a fair recruitment process and to process your application, arrange interviews if successful and inform you of outcomes	To enable the recruitment panel or nominated member of staff to process your application, and (if relevant) arrange interviews and inform you of the outcome. To notify the relevant manager of your appointment
Details of qualification, experience and employment history	From you via the application form and any subsequent interview notes if relevant	Legitimate interest; to carry out a fair recruitment process and to make an informed decision to shortlist for interview and if relevant appoint	To make an informed recruitment decision.
Equality Monitoring information	From you, in completed anonymised form	To fulfil our legal obligations in providing equality of opportunity or treatment	To comply with our equality monitoring requirements and policies
Information regarding your criminal record	From you in your application form	To comply with legal obligations and reasons of public interest	To make informed recruitment decision, carry our statutory checks * see section 2
Eligibility to work in the UK	From you via your application and if relevant at interview	To comply with legal obligations	To make informed recruitment decision, carry our statutory checks * see section 2
Details of your referees	From you in your application form	Legitimate interest: to undertake fair recruitment process	To carry out checks if successful * see section 2

Section 2 – from offer of appointment to making final decision to recruit			
Information about your employment history, suitability to carry out the role including responsibilities, strengths and weaknesses health and attendance, from references	From your referees, details of which you provided	Legitimate interest: to make informed decision to appoint Comply with legal obligations, maintain employment records, corporate governance and employment practice	To obtain relevant reference. Information is held in staff file accessed only by authorised managers
Information regarding qualifications	From you (or professional body you inform us of)	Legitimate interest; to verify qualifications and information provided by you	To make informed appointment decision
Information regarding your criminal record and DBS check	From you and DBS (disclosure and Barring Service)	To comply with legal obligations, perform contract of employment. Legitimate interest; to verify your disclosure information from application Reasons of substantial public interest	To make informed appointment decision Carry out statutory checks Information shared with DBS processors, service and regulatory bodies as required Appropriate managers/ trustees if necessary
Eligibility to work in the UK	From you and if necessary Home Office	To comply with legal obligations, enter into contract of employment Legitimate interest to maintain employment records	To carry right to work check – authorised managers and Home office is required

3. Retention and disposal

We keep personal information for no longer than is necessary and for the purposes for which it has been obtained. The length of time your information is held for will depend on whether you are successful in your application and if you become employed by us or not.

We will keep all recruitment information for a period of 6 months from the closing date for applications and then it will be destroyed. This includes information supplied by candidates, shortlisting and interview records.

If your application is successful and you are subsequently employed by Derbyshire Mind, your application and interview notes will be transferred to your staff file and will be kept during your employment and in line with our Retention of Personnel Records Procedures.

4. Storage and security

We have appropriate measure in place to ensure information is secure and prevent it from being used or accessed in an unauthorised way.

Information held in relation to recruitment is held securely via our recruitment email account, on our IT system and at our offices. This is only accessed by authorised individuals who are involved in recruitment processes at Derbyshire Mind. Those involved will only process your information in an authorised way and are bound by duty of confidentiality and our policies and procedures.

We will follow best practice guidance to deal with any suspected data breach. We would notify you and appropriate data regulators of any suspected breaches where we are legally required to do so.

5. Your rights to access, correct and erase your information

If you would like to access, correct or erase the information we hold about you please contact us. You have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances 'the right to be forgotten'. We can provide information on this and any other aspect of our privacy notice if you contact us.

6. Further information and how to complain

If you want any further information or have a concern please contact us via recruitment@derbyshiremind.org.uk or via our general enquiries line enquiries@derbyshiremind.org.uk. We hope that we are able to resolve any query or concern you have. If not we do have a formal complaints procedure in place. In the event that you are not satisfied you can contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights.