

## Data Protection Privacy Notice – Job Applicants

### 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.

<b>Section 1 – Up to and Including the Interview Stage</b>			
<b>The Information We Collect</b>	<b>How We Collect It</b>	<b>Why We Collect It</b>	<b>How We Use and May Share the Information</b>
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 your CV and covering letter or application form and any subsequent screening/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.
Equal opportunities monitoring information.	From you, in completed, anonymised form.	To fulfil our legal obligations in providing equality of opportunity or treatment.	To comply with our equal opportunities monitoring requirements and policies.

Eligibility to work in the UK.	From you, via your ID, at job offer stage.	To comply with legal obligations.	To make informed recruitment decision, carry out statutory checks *see section 2.
<b>Section 2 – From Offer of Appointment to Making Final Decision to Recruit</b>			
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 an informed appointment decision.
Information regarding your criminal record and DBS check.	From you and DBS (Disclosure and Barring Service).	To comply with legal obligations, reasons of substantial public interest and enter contract of employment.	To make an 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 and enter contract of employment.  Legitimate interest to maintain employment records.	To carry out right to work check – authorised Managers and Home Office, if 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.

Data that you enter into NHS Jobs will be deleted within 460 days of the advertised application closing date. We will keep all recruitment information generated internally during the process 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 measures 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 the information we hold and process to be erased in certain circumstances under '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 visit our Policies page on our website to read our full Privacy policy statement.

Alternatively, you can contact us via: [recruitment@derbyshiremind.org.uk](mailto:recruitment@derbyshiremind.org.uk) or via our general enquiries line: [enquiries@derbyshiremind.org.uk](mailto:enquiries@derbyshiremind.org.uk)

We hope that we can resolve any query or concern you have.