



Privacy Notice for Job Applicants

This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

As a data controller, we are responsible for deciding how we hold and use personal information about you. This notice explains to you what decisions we have taken in relation to that information.

We encourage you to read this notice carefully, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Our contact details are as follows:

Citizens Advice Camden,
88-91 Troutbeck
Albany Street
London
NW1 4EJ

Telephone: 020 7383 9108

E-mail: administrator@camdencabservice.org.uk

1. General Data protection principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

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

2. What Information We Ask For

We will collect, store, and use a variety of categories of personal information about you. Those categories are detailed in Schedule 1.

We also collect, store and use “special categories” of more sensitive personal information, including ethnicity, disability, and sickness data.

We ask for details of criminal convictions and for eligible roles any offer of employment will be conditional on a DBS check.

3. How and Why We Use Your Information

We process data about your ethnicity, age, gender, and disability in order to produce statistics and ensure compliance with Equality Act obligations, including making reasonable adjustments for disability at interview. All other data is processed for the purposes of contacting you to progress your application and assessing your suitability for employment.

If you fail to provide the requested information on your application form it may affect the progress your application. Failure to complete the diversity monitoring section of the application will not affect your application.

In most cases the lawful basis for processing will be for the purpose of entering into a contractual arrangement with you. Where we use your personal information to pursue our legitimate interests, we will only do so provided your interests and fundamental rights do not override those interests.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

4. Source of Personal Data

The data subject is the source of the data process, with the following exceptions. Shortlisting score, test scoring, and interview notes and scores are generated by the interview panel. Reference information about you is provided by referees that you nominate.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

5. Storing Your Information

a. Data security

Your data is stored in a number of ways. Hard copies are kept in locked cabinets with key access limited to designated employees. Electronic files are kept on our network servers located in our offices; backups may be made offsite but within the EEA. Data contained within emails is stored on Office 365 on servers within the EEA.

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. 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. All IT users are also subject to our ICT Acceptable Use Policy.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

b. Retention Schedule

All data relating to unsuccessful applicants is retained for 1 year after the end of the recruitment campaign. This retention period is required by the Citizens Advice Membership scheme. The data relating to applicants who commence employment is transferred into a personnel file and retained for 6 years after the end of employment.

Records relating to the DBS application process are kept until the DBS certificate is issued. A record that the check has been made (not the result) will be kept for 3 years as part of the rechecking schedule.

6. Sharing Your Information

The recruitment process is administered by the HR Officer, or a substitute employee with delegated authority to administer the recruitment process. We will not normally share your data outside of Citizens Advice Camden or outside of the limited group of persons involved in the recruitment process.

A small number of our positions are based at and funded by external organisations. They may be involved in the recruitment process and on occasions we may need to provide them with limited data. We will inform you if this happens.

National Citizens Advice is our counter-signatory for DBS checks and all DBS applications are processed via them. If any convictions are recorded the data will be shared with the CEO and may be shared with the line manager, Trustees, Citizens Advice, and insurers as part of a risk assessment.

7. Your rights in connection with personal information

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- **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. Where the processing is based on your consent and you withdraw consent, or where the personal data is no longer necessary in relation to the purpose for which it was originally collected we will erase your personal information. We reserve the right to determine whether we have a legitimate reason for keeping the data.
- **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.
- **Right to lodge a complaint** to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the CEO.

8. Complaints to the ICO

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.

9. Changes to this privacy 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.

If you have any questions about this privacy notice, please contact the CEO, email administrator@camdencabservice.org.uk

Schedule 1

Recruitment Stage	Categories of personal data	Article 6 lawful basis for processing personal data	Article 9 basis for processing special category data
Application	Name, Address, Telephone numbers, Email Addresses, Education and training history, Referee names, Work History, Experience and Skills, Gender, Age	Article 6(1)(b) - contract	N/A
	Criminal Convictions declaration (See note 1)	Article 6(1)(b) - contract	N/A
	Ethnicity, Disability	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Shortlisting	Shortlist scoring	Article 6(1)(b) - contract	N/A
Interview	Interview Notes, Test Score	Article 6(1)(b) - contract	N/A
	Test	Article 6(1)(b) - contract	N/A
Pre-employment checks	DBS application, identity documents, and certificate. Only for eligible roles. (See note 2)	Article 6(1)(b) - contract	N/A
	Right to Work in UK check (Passport or other identity document)	Article 6(1)(c) - legal obligation	N/A
	References	Article 6(1)(b) - contract	N/A
	References - sickness absence data	Article 6(1)(b) - contract	Article 9(2)(b) - employment

Note 1 - the Article 10 basis for processing data on convictions, reprimands, and final warnings on the application form is the right to ask about not “protected” matters as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Note 2 – the Article 10 basis for processing DBS criminal record checks is the eligibility of the role under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Police Act 1997.