

# Employee Recruitment Privacy Notice

## A guide to explain what information we collect, store and process as part of our recruitment practices

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The purpose of this policy is to explain what personal information we will collect, hold and process about you as part of applying for a job role at Independent Age or The Campaign to End Loneliness. In all cases, Independent Age will respect and look after all the personal data you share with us or that we get from other organisations. We will always keep it safe. We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

### **1. Who is Independent Age?**

Independent Age is comprised of both a charity and a trading subsidiary. Any information we collect may be used by both entities.

Independent Age is the operating name for The Royal United Kingdom Beneficent Association (RUKBA), a charity registered in England and Wales and incorporated by Royal Charter (charity registration number 210729).

Independent Age Enterprises Ltd (registered company in England and Wales no. 04735201) is the wholly owned subsidiary of RUKBA which trades on our behalf (for example the selling of merchandise).

The Campaign to End Loneliness (CTEL) is a department within Independent Age with a broad remit to tackle loneliness in older age through a network of national, regional organisations and people working together through community action, good practice, research and policy. CTEL operates under the same legal entity as Independent Age, and consequently has the same legal, statutory and governance controls.

### **2. Your Data Subject Rights**

As a Data Subject you have a number of rights under Data Protection/GDPR which you may exercise at any time. These include the right to:

- Access and Obtain a copy of your data at any time by submitting a 'Subject Access Request (SAR)';

- Change and/or Complete data which is either incorrect or incomplete;
- Delete data which is no longer required for administering your employment;
- Object to the processing of your data where this is not necessary and relies on legitimate interests as the legal grounds for processing the data;
- Ask us to stop processing your data for a period of time (if practicable) where data is found to be inaccurate or you may dispute the reasons for processing your data.

### **3. How we collect Information**

We may collect information from you, your referees (details of whom you will have provided to us), any professional body you may be part of, the Home Office and/or the Disclosure and Barring Service (DBS).

### **4. Processing Employee Information**

Independent Age will only process the information that is relevant to your application including carrying out checks to ascertain your eligibility to work in the United Kingdom or for the performance of a task carried out in the public interest. The processing of your information will always be proportionate and we will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **5. Security and Accuracy of your Employee Information**

Independent Age takes the security of your data very seriously. The organisation has 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 its employees in the performance of their duties. Where we employ third parties to process personal data on our behalf, they will only do so when appropriate data processing agreements are in place and agreed, and Independent Age are satisfied they have appropriate technical and organisational measures in place to ensure the security of any data.

### **6. What type of Personal Data do we Collect and/or Store?**

Where data is collected for recruitment purposes, this is deleted for unsuccessful candidates according to good practice and the organisations document retention policy. We may collect the following types of Personal data:

- 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, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Some of the information we collect about you as indicated above may include Special Category Data (sensitive information) as defined by the General Data Protection Regulations and we will not use this data, other than for the purpose it was originally collected or without your specific consent.

## **7. How long do we keep your data for?**

We do not keep your personal information for any longer than is necessary for the purposes for which it is processed. This will depend whether you are successful as part of the recruitment process. If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. If you are unsuccessful, your recruitment record will be destroyed after 12 months of the position being filled – taking into account the limitation periods for potential claims such as race or sex discrimination.

## **8. Sharing your Personal Data**

Your information may be shared internally, but only with those individuals who have a need to view or interact with it as part of their job role. This may include members of the People and Organisational Development Team who need access to the information in order to carry out their job roles.

We may share your personal data:

- with other employees, agents and/or professional advisors – only on a need to know basis;
- where we are under a legal obligation to do so, for example, where we are required to share information by the police, to prevent fraud and other criminal offences or because of a Court Order.

## **9. Who to contact for more Information**

If you would like to contact us for more information about this policy or any other data protection related matter or to make a 'Subject Access Request (SAR)' please contact the Data Protection Lead at the address or email indicated below.

For any other matter relating to this policy or to exercise any of your Data Protection Rights, please contact the People and OD team at the address and email indicated below.

<p><b>DATA PROTECTION LEAD</b> (For Subject Access Requests or to make a complaint)</p> <p><u>Please write to:</u> Data Protection Lead (Private &amp; Confidential) Independent Age 18 Avonmore Road London W14 8RR</p> <p>Email: <a href="mailto:dp@independentage.org">dp@independentage.org</a></p>	<p><b>PEOPLE AND OD TEAM</b> (To seek further advice or information or exercise your data subject rights)</p> <p><u>Please Write to:</u> Head of People and OD (Private &amp; Confidential) Independent Age 18 Avonmore Road London W14 8RR</p> <p>Email: <a href="mailto:employees@independentage.org">employees@independentage.org</a></p>
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