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**Job Applicant Privacy Notice**

**Data controller: Limehouse Project (LHP)**

**Data compliance officer: Frank Dixon**

As part of any recruitment process, the LHP collects and processes personal data relating to job applicants. The LHP is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the Limehouse Project collect?**

The LHP 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, 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.

The LHP collects this information in a variety of ways. For example, data might be contained in application forms, covering letter from the job applicant, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The LHP will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The LHP will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so and will obtain your specific consent to undertake such personal data checks.

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 email).

**Why does the Limehouse Project process personal data?**

The LHP needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the LHP needs to process data to ensure that it is complying with its legal obligations, for example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The LHP 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 the LHP to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The LHP may also need to process data from job applicants to respond to and defend against legal claims.

Where the LHP relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The LHP processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the LHP processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, and which applicants do not have to give us, and that consent can be withdrawn at any time thereafter.

For some roles, the LHP is obliged to seek information about criminal convictions and offences. Where the LHP seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the LHP will keep your personal data on file in case there are future employment opportunities for which you may be suited. The LHP will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time. The LHP will delete your personal data after twelve months.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the SMT 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.

The LHP will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The LHP will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

The LHP will not transfer your data outside the European Economic Area.

**How does the Limehouse Project protect data?**

The LHP takes the security of your data seriously. It 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 our employees in the proper performance of their duties.

Personal data is held on secure files with restricted access within the LHP IT system and in line with LHP’s Data Protection Policy

**For how long does the Limehouse Project keep data?**

If your application for employment is unsuccessful, the LHP will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the LHP to keep your personal data on file, the organisation will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or if you withdraw your consent at an earlier date, 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 the employee privacy notice on commencement of your employment.

**Your rights**

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

* access and obtain a copy of your data on request;
* require the LHP to change incorrect or incomplete data;
* require the LHP to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the LHP is relying on its legitimate interests as the legal ground for processing; and
* ask the LHP to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the LHP's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Frank Dixon at [data@limehouseproject.org.uk](mailto:data@limehouseproject.org.uk) .You can make a subject access request by completing the LHP's  [subject access request](https://www.xperthr.co.uk/policies-and-documents/form-for-making-a-subject-access-request-compliant-with-the-gdpr-/162694/) form.

If you believe that the LHP has not complied with your data protection rights, you can complain to the Information Commissioner.

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

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.