

# LPFA Job Applicant Privacy Notice

## 1. Introduction

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and in meeting our data protection obligations.

## 2. What information do we collect?

We collect 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, medical information if you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of various places, including on your application record, in HR management systems and on other IT systems (including email).

## 3. Why do we process personal data?

We need to process data with your consent before we enter into a contract with you. In some cases, we need to process data to ensure that we are following our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who we employ. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we store your data for this purpose, and you are free to withdraw your consent at any time.

## 4. Who has access to the data?

Your information may be shared internally for the purposes of recruitment. This includes members of the HR 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.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and employment background check providers to obtain necessary background checks.

#### **5. How do we protect the data?**

We take the security of your data seriously. We have 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.

#### **6. How long do we keep data for?**

If your application for employment is unsuccessful, we will hold your data on file for six months from the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, 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 Human Resources file (electronic and paper based) and kept during your employment. The periods for which your data will be held can be found in our retention policy and schedule.

#### **7. Your rights**

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

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation 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 LPFA is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact [recruitment@lpfa.org.uk](mailto:recruitment@lpfa.org.uk)

#### **8. What if you do not supply personal data?**

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