

# Apply for employment Privacy Notice

## 1 Introduction

Bishop Creighton House(BCH) is committed to respecting and protecting your privacy. We believe in making things easy for people we interact with. We know there's nothing more off-putting than the sight of a lot of small print, so we've made our Privacy Policy clear, simple and easy to read.

This Privacy Notice describes how we process personal data when you are applying for work opportunities with BCH which could include permanent and contract roles, and also secondments, internships and volunteer roles.

Our privacy notice is structured by providing you with information about how we manage data relevant to all our interactions with you - for example your data protection rights, who to contact, who we share your data with. We then have answers to the common questions that people ask about how we protect data for this interaction.

## 2 What's changed?

There have been no material changes to the policy since it was last updated. We have changed the way it is presented.

## 3 Our promise to you

BCH is committed to protecting your privacy. We will always keep your personal information safe and will never sell it to third parties. We will be clear and open with you about why we collect your personal information and how we use it.

## 4 Who is in control of your information?

We never lose sight of the fact that it is your personal information and you own it and can choose who has access to it and how it is processed.

BCH are registered as the 'Data Controllers' with the Information Commissioner's Office (ICO).

Details are published on a register on the ICO website where you can also find lots of useful information about Data Protection, what it means to you as an individual and how it applies to companies like BCH.

The law within the European Economic Area gives those whose personal data is held by BCH specific rights to control the personal data held about them. These include the right to:

- right of access - to obtain from BCH, confirmation that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data and details of any recipients
- request corrections of personal data which is inaccurate
- request deletion of data where there is no need for BCH to keep it
- request BCH stops processing associated your personal data
- request we provide you the personal data you have provided us in an electronic format e.g CSV file
- object to any unsolicited information sent by BCH regarding promotions or new products and services
- ask for human intervention in automated decision making, note, however BCH has no automated decision making processes .
- right of withdraw consent to processing personal data at any time

If any individual wishes to contact BCH regarding the personal data held about them or has any other question about BCH data privacy procedures, they should direct an email to Rory Gillert - [RGillert@creightonhouse.org](mailto:RGillert@creightonhouse.org) send a letter to Rory Gillert at 378 Lillie Road, London SW6 7PH.

If any individual wishes to complain about how BCH is handling data or responding to requests they should contact the Information Commissioners Office - <https://ico.org.uk/concerns/handling/>

## 5 What we do with your data?

### 5.1 How does BCH obtain personal data?

Most is collected direct from you yourself when you apply. We get some information following DBS check and following up with referees.

## 5.2 What types of personal data does BCH collect and use?

When you apply for a role we collect:

- Basic contact information •examples name, address, phone numbers, email address
- interests and experience •may include education, qualifications, availability, why you are interested in role
- health data which may be relevant to your ability to do the role. Examples are details of physical or mental health, medication or sickness records.
- information relating to relevant criminal convictions and offences Examples are details of conviction, organisations analysis of relevance of conviction for role.
- emergency contact information •may include names, phone numbers, relationship

You do not have to share this information with us, if you do not then it may impact our ability to offer you a role with our organisation.

Once we have established that you may be eligible for the role we will then

- contact referees: •you need to provide us with referee information •may include names, phone numbers, email address, how long known for
- complete a DBS check:•you will need to supply information providing name and address. If you do not show us the report that the DBS check generates or give us permission to look at the record online it may impact our ability to offer you a role with our organisation.

## 5.3 How does BCH use the personal data it holds?

To determine your suitability for a role with our organisation and if we have a suitable role for you.

If we offer you a role we need to:

- To understand if there are any safeguarding issues that need to be considered when assigning you activities.
- To ensure you have necessary information to complete your assigned activities.

## 5.4 What processing of personal data is done?

We review the data you provide us to determine your suitability for a role with our organisation.

Your completed application form reviewed and uploaded to our computer systems.

We will contact you to keep you updated on the progress of your application.

We require that you complete a DBS check and results are reviewed for relevant issues and risks.

We will take Up references.

We will assess if you are suitable for a role with our organisation.

We will train you so they understand the specific role in the projects(s) and tare aware of relevant BCH policies and procedures.

The basis that we process this data is contract.

## 5.5 Who does BCH share personal data with?

During processing of your application data will be processed by YYY, the company we use to complete DBS checks. Link to YYY privacy notice.

We will also be contacting the referees that you have provided to us to ask for a reference.

## 5.6 How long does BCH keep the personal data it holds?

Generally for unsuccessful candidates information will be kept for up to 2 years and for successful candidates for 7 years after they have finished working with us.

## 6 Children's data

Where BCH provide links to websites of other organisations or refer to other services this privacy notice does not cover how those organisations processes personal information.

We would encourage you to read the privacy notices for the other organisations and websites you visit.

## 7 Links and other services

BCH regards the confidentiality and security of personal data we hold very seriously. BCH has implemented appropriate internal security procedures that restrict access to and disclosure of personal data within BCH. These procedures will be reviewed from time to time to determine whether they are being complied with and are effective. Where data is shared by third parties they are bound by contract to do the same.

BCH has implemented security measures e.g. it has achieved the Cyber Essentials Certification.

## 8 How is data protected?

## 9 Policy updates

As part of BCH's commitment to compliance with data privacy requirements, and to reflect changes in BCH's operating procedures, BCH may update the terms of this policy from time to time.

## **10 Contact details**

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## **Last Updated**

Jul-18