

## EMPLOYEE RECRUITMENT PRIVACY NOTICE

As part of any recruitment process, Demelza Hospice Care for Children collects and processes personal data relating to applicants. Demelza Hospice Care for Children is committed to meeting its data protection obligations.

### **What information does Demelza Hospice Care for Children collect?**

Demelza Hospice Care for Children 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; and
- information about your entitlement to work in the UK.

Demelza Hospice Care for Children may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Demelza Hospice Care for Children may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks for relevant roles. Demelza Hospice Care for Children 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.

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 Demelza Hospice Care for Children process personal data?**

Demelza Hospice Care for Children needs to process data to undertake processes, such as shortlisting and interviews, prior to entering into a contract with you. Demelza Hospice Care for Children may also need to process your data to enter into a contract with you.

In some cases, Demelza Hospice Care for Children 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.

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

Demelza Hospice Care for Children may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Demelza Hospice Care for Children processes such information to carry out its obligations and exercise specific rights in relation to employment.

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For some roles, Demelza Hospice Care for Children is obliged to seek information about criminal convictions and offences. Where the organisation 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.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

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

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

Demelza Hospice Care for Children will not transfer your data outside the European Economic Area.

### **How does Demelza Hospice Care for Children protect data?**

Demelza Hospice Care for Children 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. Full policies and procedure can be requested from the HR Team and are stored centrally on our Intranet. The organisational Privacy Policy can be found on our website at [www.demelza.org.uk/privacy-policy](http://www.demelza.org.uk/privacy-policy).

### **For how long does Demelza Hospice Care for Children keep data?**

If your application is not shortlisted and you are unsuccessful at securing an interview, your data will be held on CV Minder, in line with their Candidate Terms - <https://cvminder.com/candidate-terms/>

If you are unsuccessful at interview, Demelza Hospice Care for Children will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, 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 can be found in the Employee Privacy Notice, available on our Intranet.

### **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 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; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

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If you would like to exercise any of these rights, please contact Hayley Clark, Director of People, Culture and Resources, on 01795 845203, [hayley.clark@demelza.org.uk](mailto:hayley.clark@demelza.org.uk).

If you believe that the organisation 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 organisation during the recruitment process. However, if you do not provide the information, Demelza Hospice Care for Children may not be able to process your application fully or at all.

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.

### **Contact Information**

For further information on how Demelza Hospice Care for Children will process your data, please contact Hayley Clark, Director of People, Culture and Resources, on 01795 845203, [hayley.clark@demelza.org.uk](mailto:hayley.clark@demelza.org.uk)

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