

PRIVACY NOTICE – EMPLOYMENT

PLEASE KEEP THIS INFORMATION FOR YOUR FUTURE REFERENCE

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Age UK South Cumbria.

Age UK South Cumbria of 17 Finkle Street, KENDAL, Cumbria LA9 4AB is the Data Controller and the Data Processor.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. The Data Protection Act 2018, the UK GDPR and the PECR (Privacy & Electronic Communications Regulation 2003 – amended 2018) work alongside this legislation.

The information we may collect

If you are an employee or a prospective employee of Age UK South Cumbria, the information about you we may collect, hold and process is set out below:

(A) Information collected and processed for recruitment purposes:

- Your name*
- Your address*
- Your email address*
- Your telephone number*
- CV/work history*
- Job preferences*
- Any other work-related information you provide, for example, education or training certificates. *

(B) Information in respect of employees is as follows:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/Work history
- Job preferences, including role, geographical areas and salary
- Any other work-related information you provide
- Passport and in some cases, permits and visas
- National Insurance Number
- Date of Birth
- Full details of job offers and placements
- Outcome of criminal record checks and security clearance for certain roles
- In certain cases, medical information
- References
- Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- Communications with you by email and telephone

- If you use your car for business purposes we will keep information about your Car, your Motor Insurance and your Driving Licence.

This information will have been provided, or will be provided, by you or a third party with whom we work, such as another employment business or agency. In the case of references, one of these will be from your previous employer and the other(s) from people/organisations you have nominated. Medical information may be supplied by a third party such as your GP, Consultant or Occupational Health. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service through our data processor First Advantage – Online Disclosures.

How we use the information

The above information is used to provide our services to you in our capacity as person applying for paid employment to find you suitable work whether on a temporary or permanent basis based on your requirements as set out below.

The information under A above may be used as follows:

- To match your skill sets with our job vacancies or volunteer opportunities to assist in finding you the position that most suits you.
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us
- To keep you informed of any events which may be of interest
- This information will be kept for a period of 3 months and then destroyed

The information under B above may be used as follows:

- To establish that you have the right to work in the UK.
- To undertake relevant security and criminal record checks as required by our clients and as permitted by law.
- To deal with any medical and health and safety issues relating to certain positions
- To put in place contractual arrangements and documentation once a role has been secured
- To pay you (if applicable)
- To pay expenses
- This information will be kept for the duration of your employment

How we hold the information

All the personal data we have is stored on our databases within the UK.

Disclosure of your information

Your CV and all related information will be kept confidential.

Other trusted third parties that we may share your data with are as follows:

- HM Revenue and Customs
- Pension scheme providers
- “Simply Health” health scheme provider
- Legal advisors
- First Advantage – Online Disclosures where relevant for DBS checks
- Other companies for the purpose of undertaking pre-engagement checks for the role or for paying you.

What is the legal basis for processing the information?

We will rely on your consent to process your information marked with an * above which is collected at the outset of the recruitment process.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information, the basis for us processing this will depend on the circumstances but will usually be for one of the following reasons: it is necessary to protect health

and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.

Once a position has been confirmed with you, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

Once your employment has been confirmed, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

Your rights

You currently have the right at any time to ask for a copy of the information about you that we hold. We no longer have the right to charge a fee unless the request is onerous or frequent. If you would like to make a request for information, please phone 01539 728118 or email ldawes@ageuksouthcumbria.org.uk

In addition to this right of access, you will also have the following rights: erasure, restriction of processing, objection and data portability.

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

Withdrawal of consent

If you have provided us with your consent to process some of your data, for the purpose of using our services and us offering you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by phoning 01539 728118 or by emailing ldawes@ageuksouthcumbria.org.uk

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to: Information Commissioners Office at <https://ico.org.uk/concerns/>.

Contact

Please address any questions, comments and requests regarding our data processing practices to Liz Dawes on 01539 728118 or at ldawes@ageuksouthcumbria.org.uk

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time. This Privacy Notice will be updated in due course to comply with current legislation.