

## **Privacy Notice for Job Applicants**

This privacy notice tells you what to expect when Southwark Diocesan Welcare (Welcare) collects personal information about you when you respond to a recruitment advertisement.

Welcare is committed to protecting the personal information which you provide to Welcare during the job application process. When you provide this information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

### **What information will we collect about you?**

- Name
- Home Address
- Email Address
- Telephone Number
- Other information you provide when you complete the application form
- Equal Opportunities Monitoring information (optional)

In addition, if you are shortlisted for interview we will request:

- A photocopy of your passport or identity document to confirm your identity and as evidence of your right to work in the UK
- Copies of your certificates and qualifications as evidence that you satisfy the requirements of the post
- References from previous employers

If you are successful in your application, we will require:

- References from previous employers (if not already received)
- A satisfactory DBS check if the post involves working with children and young people
- Your national insurance number, bank details and P45 or Government New Starter Form in order to pay your salary
- Emergency Contact/Next of Kin contact details
- Your photograph in order to produce an ID photo pass.

During employment with us, we will retain records of your:

- Performance
- Salary
- Home Address, telephone number and personal email address
- Sickness absence record
- Annual leave record
- DBS checks

### **Why we collect this information?**

Welcare will only collect this information in order to process your job application and, if successful, to complete the administrative recruitment processes before issuing you with a contract of employment.

As part of our commitment to equality and diversity we ask all job applicants to complete an equality and diversity monitoring form. Completion of the form is entirely optional, anonymised and is handled separately from short-listing procedures. On occasion, a job applicant might not return the completed form separately. A provision requesting consent for Welcare to use the anonymised information for monitoring purposes only is therefore included on the monitoring form.

### **What is the legal basis for collecting the information?**

The lawful basis under the GDPR for collecting this information is:

- **Article 6(1)(b)** – *Processing is necessary for the performance of a contract with the data subject (in this case, the job applicant or employee) or to take steps to enter into a contract.*

Example: We will collect personal information in order to issue an employment contract and to process your salary

- **Article 6(1)(c)** – *Processing is necessary for compliance with a legal obligation.*

Example: We are required to provide your information to HMRC

- **Article 6(1)(f)** – *Necessary for the purposes of legitimate interests pursued by the controller except where such interests are overridden by the interests, rights or freedoms of the data subject.*

Example: We will collect performance monitoring information as part of our appraisal processes to improve performance across the organisation

- **Article 9(2)(h)** – *Processing is necessary for the purposes of .....assessing the working capacity of the employee.....*

Example: We will retain sickness absence records

### **Who will process my information?**

Your information will be handled and processed by the following recipients:

- Welcare staff who process job applications
- Welcare staff who perform HR administrative functions and retain HR records
- If relevant to the post, an umbrella body with responsibility for processing DBS applications
- Outsourced payroll processor for the purposes of paying your salary
- HMRC for income tax and national insurance contributions
- Benpal/The Pensions Trust for enrolment in a workplace pension under the statutory auto-enrolment arrangements
- Other partner agencies, if necessary, for example, providers of Childcare Vouchers or professional HR advice

We will keep your information within Welcare and our trusted third parties except where disclosure is required by law, for example to government bodies and law enforcement agencies.

Your information is processed only in the UK and is not moved or transferred overseas.

Welcare does not use automated decision making or profiling as part of its employment and recruitment processes.

## **How long will you keep my information?**

If you have provided information as part of a job application but have been unsuccessful in that application, Welcare will destroy securely all information provided 12 months after the interview date.

If you are an employee Welcare will retain information for 3 years after your employment ceases. After three years, Welcare will only retain your dates of employment. All records will be destroyed after 7 years in line with Welcare's Archiving and Document Retention Policy.

## **How will you store my information?**

Welcare uses secure Cloud based IT systems with restricted access and secure lockable cabinets for hard copy data.

## **What rights do I have over my personal data?**

Under the General Data Protection Regulation, you have the right to:

- Access your personal data by making a subject access request
- Correction, erasure (deletion) or restriction of your information where this is justified
- Object to the processing of your information where this is justified
- Data Portability – only applicable if the processing is carried out by automated means

To exercise your rights please write to:

Diane Taylor  
Welcare  
48 Union Street  
London  
SE1 1TD

## **How do I make a complaint?**

If you are dissatisfied with how we have collected, stored and processed your personal information, or with how we have responded to any of your rights you can contact:

The Information Commissioner's Office  
Telephone: 0303 123 1113

## **Changes to this privacy notice**

We will keep this privacy notice under regular review in line with our policy to review all policies and procedures at least once every three years.