



Privacy Statement for Job Applicants

Purpose and Legal Basis for Processing

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

What we do with the information you provide

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide with any third parties for marketing purposes.

We will use the contact details you give us to contact you to progress your application and will use the other information you provide to assess your suitability for the role.

What information do we ask for and why?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. The information we ask for is used to assess your suitability for employment. You do not have to provide the information but it may affect our ability to process your application properly or at all.

Application Stage: We ask you for your personal details including name and contact details. We will also ask you about previous experience, education, referees and for answers to questions relevant to the role. That information will be available to The Junction staff involved in assessing your suitability for the role you apply for.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don't provide it, it won't affect your application. Any information you provide will be used to produce and monitor equal opportunities statistics.

Assessment Stage: We may ask you to attend an interview and complete an assignment or a combination of these. Information will be generated by you and by us. For example, you might complete a written assignment or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained for future opportunities. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Offer of Employment: If we make a conditional offer of employment, we'll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

We will ask you to provide some or all of the following and we may take copies:

- proof of your identity – you will be asked to attend our office with original documents;
- proof of your qualifications – you will be asked to attend our office with original documents;
- a criminal records declaration to declare any unspent convictions
- we will contact your referees, using the details you provide in your application

If we make a final offer, we will also ask you for the following:

- bank details – to process salary payments
- emergency contact details – so we know who to contact in case you have an emergency at work

After Start Date: The Junction's Conduct and Standard Policy requires all staff to declare if they have any potential conflicts of interest. If you complete a declaration, the information will be held on your personnel file. You will also need to declare any secondary employment.

How long do we keep information?

If your application is not successful we will hold your personal information for six months at which point we will delete it, unless you ask us to hold it for consideration for future opportunities.

If you are successful in your application and take up a contract of employment with us, we will hold your information for the duration of your employment with us plus six years unless we have a legal obligation to hold your information for a longer period.

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 Junction is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Suzanne Campbell via info@the-junction.org

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

How we protect your data and use data processors

The Junction takes 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

We use several processors to provide elements of our recruitment service for us.

We use Office365 from Microsoft to provide our email system and cloud storage. Some details relating to your application will be held within Office365.

If we employ you, relevant details about you will be provided to third parties, such as SCVO that process our payroll. Full details are given upon commencement of employment.

