

General Statement

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Catholic Care ('Organisation') is a 'data controller' and gathers and uses certain information about you.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

About the Information we Collect and Hold

The table set out in the Schedule summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in the Schedule also summarises the additional information we collect before making a final

decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where Information May be Held

Information will be held at our Head Office and our individual regulated homes. We have secure measures in place to seek to ensure that there is appropriate security for the information we hold.

How Long we Keep your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping

recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our Data Protection Privacy Notice (Employment).

Further details on our approach to information retention and destruction are available in our Record Retention Schedule (Employment) which forms part of our Record Retention Policy (Employment).

Your Rights to Correct and Access your Information and to Ask for it to be Erased

Please contact dataprotection@catholic-care.org.uk if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. By contacting dataprotection@catholic-care.org.uk we will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Complain

We hope that by contacting dataprotection@catholic-care.org.uk we can resolve any query or concern you raise about our use of your information. If not, please refer to the Organisation’s Complaints and Representations Policy. If you are still not satisfied, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Date Created	Created by:	Date Approved	Review Due:
May 2018	Ellis Whittham Carol Hill		May 2019
Dates Reviewed:			

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

Part A Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process. Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours and interests)	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process. Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
Your racial or ethnic origin, sex , disabilities or age	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Information regarding your criminal record	From you, in your completed application form	To comply with our legal obligations	To make an informed recruitment decision. To carry out statutory checks Information shared with DBS and other regulatory authorities as required.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to obtain regulatory references.	To carry out a fair recruitment process. To comply with legal/regulatory obligations. Information shared with relevant managers, HR personnel and the referee.

Part B Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit. To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.	To obtain the relevant reference about you. To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	From you and, where necessary, the Home Office	To enter into/perform the employment contract. To comply with our legal obligations. Legitimate interest: to maintain employment records.	To carry out right to work checks Information may be shared with the Home Office

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
A copy of your driving licence	From you	<p>To enter into/perform the employment contract.</p> <p>To comply with our legal obligations.</p> <p>To comply with the terms of our insurance.</p>	<p>To make an informed recruitment decision.</p> <p>To ensure that you have a clean driving licence.</p> <p>Information may be shared with our insurer.</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position.