

VICTIMS FIRST NORTHUMBRIA ("VFN")
CANDIDATE PRIVACY NOTICE ("NOTICE")

OVERVIEW

- A. The Notice on the following page applies to all persons who apply to work for VFN as either an employee, worker or volunteer (the **candidate**).
- B. We aim to ensure that any personal data that we receive or collect about you, the candidate, as part of the recruitment process is used fairly and lawfully by us and only processed by us in accordance with data protection law.
- C. The purpose of the Notice is to ensure that we are transparent with you and that you trust us with your personal data. The Notice on the following pages therefore answers the following:
 - 1. What is the purpose of this Notice? (Page 2)
 - 2. Who is responsible for the personal information that we collect? (Page 2)
 - 3. What personal information do we hold about you? (Pages 2-3)
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1. WHAT IS THE PURPOSE OF THIS NOTICE?

- 1.1 We are providing you with a copy of this Notice because you are applying to work for us (whether as an employee, worker or volunteer).
- 1.2 This Notice is intended to make you aware of:
- 1.2.1 **who** is responsible for the personal information that we collect about you;
 - 1.2.2 **what** personal information we collect;
 - 1.2.3 **how** we will use such personal information;
 - 1.2.4 **who** we may disclose it to; and
 - 1.2.5 **your rights** and choices in relation to your personal information.
- 1.3 In this Notice references to:
- 1.3.1 **we, us** or **our** means **Victims First Northumbria** (company number 09480380 and charity number 1164578) based in Northumbria.
 - 1.3.2 **personal information** is information that is about you and which identifies you.

2. WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION THAT WE COLLECT?

- 2.1 For the purpose of data protection law we are the controller in respect of the personal information that we collect and use as part of our recruitment process.
- 2.2 If you have any comments or questions about this Notice or the way we use your personal information, please contact The Service Manager at Victims First Northumbria at our registered address, on 0800 011 3116 or at enquiries@victimsfirstnorthumbria.org.uk

3. WHAT PERSONAL INFORMATION DO WE HOLD ABOUT YOU?

- 3.1 In connection with your application to work for us, we will collect, store and use various categories of personal information about you including:
- 3.1.1 name;
 - 3.1.2 contact details (i.e. telephone number(s), previous and current home addresses, and email address); and
 - 3.1.3 information volunteered by you in a CV or cover letter and/or provided by you in such other application form as we may require you to complete.
- 3.2 We may also collect, store and use the following types of more sensitive personal information, namely information about your:
- 3.2.1 Race or ethnicity, religious beliefs, and sexual orientation.
 - (a) This will be used to ensure meaningful equal opportunity monitoring and reporting. As part of this monitoring we may also collect, store and use information concerning your age and gender. Please note, however, that you are not obliged, as part of our recruitment process, to provide us with equal opportunity information and your refusal to provide that will have no bearing on the outcome of our recruitment process.

- 3.2.2 Health, including any medical condition, disability, health, sickness records and GP details.
 - (a) This will be used to, for example, assess whether we need to provide appropriate adjustments during our recruitment process and going forward should your application be successful. It will also be used to ensure meaningful equal opportunity monitoring and reporting.
- 3.2.3 Criminal convictions and offences.
- 3.2.4 Financial information
 - (a) See section 7 below.

4. HOW DO WE USE THIRD PARTY INFORMATION?

- 4.1 We will use any third party personal information that you provide to us during the recruitment process (including that of your referees) in accordance with the terms of this Notice. You hereby agree to make this Notice available to those third parties whose personal information you provide to us.
- 4.2 By providing third party personal information to us, you are confirming that you have permission from those third parties to share their personal information with us and, in relation to your referees, for us to make contact with them for the purpose of progressing your application with us.
- 4.3 We may also collect personal information of third parties (including those persons who live at your address and known acquaintances) from other persons and organisations (see section 5 below).

5. WHERE DO WE COLLECT YOUR PERSONAL INFORMATION FROM?

- 5.1 We may collect personal information about you as part of the recruitment process from various sources, including:
 - 5.1.1 You, the candidate;
 - 5.1.2 Your referees;
 - 5.1.3 Recruitment agencies and external HR companies;
 - 5.1.4 Background check providers (including the DBS);
 - 5.1.5 Credit reference agencies;
 - 5.1.6 North Tyneside Council;
 - 5.1.7 Northumbria Police Vetting Unit; and
 - 5.1.8 Occupational health unit of Northumbria Police

6. HOW DO WE USE THE PERSONAL INFORMATION THAT WE COLLECT ABOUT YOU AND ON WHAT LEGAL BASIS?

- 6.1 We will use the personal information that we collect about you to:
 - 6.1.1 assess your skills, qualifications, and suitability for the role/work that you have applied for;

- 6.1.2 carry out background, reference and other relevant checks;
 - 6.1.3 communicate with you about the recruitment process;
 - 6.1.4 keep records related to our recruitment process; and
 - 6.1.5 comply with our legal or regulatory obligations.
- 6.2 It is in **our legitimate interests** to decide whether to appoint you to the role/work that you have applied for since it would be beneficial to us to appoint someone to fulfil that role/work.
- 6.3 We will need to process your personal information to **decide whether to enter into a contract** of employment or services with you.
- 6.4 We will process some of the personal information that we collect about you in order to **comply with our legal obligations**.
- 6.5 If you fail to provide information when requested and which we believe is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. Similarly, if we require references for the role/work that you have applied for and you fail to provide us with relevant referee details (or your referees fail to provide the information requested of them), we will not be able to take your application further.
- 6.6 Please note that you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

7. HOW DO WE HANDLE INFORMATION ABOUT CRIMINAL CONVICTIONS?

- 7.1 We envisage that we will process information about criminal convictions.
- 7.2 We will collect information about your criminal convictions history (and that of your relevant acquaintances) to assess your suitability for the work or role that you have applied for. In some circumstances we are required, and in other circumstances entitled, to carry out such criminal records checks in order to satisfy ourselves that there is nothing in your history, or that of the persons that you are linked to, which we believe makes you unsuitable for the role that you have applied for with us.
- 7.3 If you require further details about how we handle information about criminal convictions, and the safeguards that we have in place when handling such information, please contact The Service Manager at VFN using their contact details in section 2.2 above.

8. WHEN MIGHT WE SHARE YOUR PERSONAL INFORMATION WITH THIRD PARTIES?

- 8.1 We may need to share your personal information with certain third parties in order to assess your suitability for the role that you have applied with. Those third parties are listed at section 5 above.
- 8.2 We will also need to provide documents containing your personal information to any waste disposal company that we may engage from time to time.
- 8.3 If your application is successful we will need to share your personal information with a broader category of third parties when your employment/engagement with us starts. (Further information on this is available in our Staff Privacy Notice which is available to you upon request).

9. HOW SECURE IS THE PERSONAL INFORMATION THAT WE COLLECT ABOUT YOU?

- 9.1 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- 9.2 Sometimes we need to share your personal information with third parties (notably referees) who are based outside the European Economic Area (**EEA**).

- 9.2.1 We will always obtain your prior consent to transferring your personal information to referees outside the EEA.
- 9.2.2 Whenever sending your personal information outside the EEA we will:
- (a) Ensure that we have a lawful basis for sending that information (otherwise we will not send it).
 - (b) Ensure that the level of information transferred is kept to a minimum.
 - (c) Require third party recipient(s) to respect the security of your personal information and to treat it in accordance with relevant data protection legislation.
- 9.3 We limit access to your personal information to those employees, workers, volunteers and trusted third parties who need-to-know your personal information in order to help us to progress the recruitment process or to comply with our obligations under data protection law. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
- 9.4 We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION FOR?

- 10.1 If your application is not successful, and subject to section 10.3:
- 10.1.1 We will retain your personal information for a period of **six months** after we have informed you of our decision not to appoint you.
 - 10.1.2 We will retain your personal information for the period noted above so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.
 - 10.1.3 After the period noted above we will securely destroy your personal information.
 - 10.1.4 If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will seek your explicit consent to retain that for a fixed period on that basis.
- 10.2 If your application is successful, and subject to section 10.3, your personal information will be stored for the duration of your employment or engagement with us and for a period of seven years from the date that your employment or engagement ends. However, we will review this to ensure that the information we hold is relevant and up-to-date during this time.
- 10.3 We may extend the retention periods noted above in the event that legal proceedings are brought regarding our recruitment process and/or your employment or engagement with us. In those circumstances we may need to retain some relevant personal information for as long as is necessary for the purposes of such litigation.

11. WHAT ARE YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION?

- 11.1 You have certain rights with respect to your personal information. The rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table on the next page for a summary of your rights.

Your Right	Summary of that Right
Right of access	<p>You have the right to receive a copy of the personal information that we hold about you, subject to certain exemptions.</p> <p>Any access request is, subject to certain exemptions, free of charge.</p> <p>Please note that we may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information you require).</p>
Right to rectify	<p>You have the right to ask us to correct personal information that we hold about you where that information is incorrect or incomplete.</p>
Right to erasure	<p>You have the right to ask that your personal information be deleted in certain circumstances. For example (i) where your personal information is no longer necessary in relation to the purposes for which it was collected or otherwise used; (ii) if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information; (iii) if you object to the use of your personal information (see further below); (iv) if we have used your personal information unlawfully; or (v) if your personal information needs to be erased to comply with a legal obligation.</p>
Right to restrict the use of your personal information	<p>You have the right to suspend our use of your personal information in certain circumstances. For example (i) where you think your personal information is inaccurate, and only for such period to enable us to verify the accuracy of your personal information; (ii) the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead; (iii) we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or (iv) you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.</p>
Right to data portability	<p>You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. However, please note that this right only applies where the use of your personal information is based on your consent or for the performance of a contract, and when the use of your personal information is carried out by automated (i.e. electronic) means.</p>
Right to object	<p>You have the right to object to the use of your personal information in certain circumstances. For example, where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party).</p>
Right to withdraw consent	<p>You have the right to withdraw your consent at any time where we rely on consent to use your personal information (however, please see section 6).</p>
Right to complain to the Information Commissioner's Office	<p>You have the right to complain to the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law.</p>

11.2 If you wish to exercise any of the rights in the table on the previous page, please contact The Service Manager using the details in section 2.2 above.

12. WHEN CAN WE MAKE CHANGES TO THIS NOTICE AND HOW WILL WE INFORM YOU OF THOSE?

12.1 We may update this Notice at any time.

12.2 Any changes we make to this Notice in the future will be notified to you so far as is practicable to do so.

12.3 The updated Notice will take effect as soon as it has been updated or otherwise communicated to you (whichever is earliest).

This Candidate Privacy Notice was adopted in August 2018.