

Parent and Carer Alliance



Care Action Protect Empower

Job Applicant Privacy Notice

Data Controller: Parent and Carer Alliance CIC, Cedar House, Cedar Drive, Dursley, GL11 4EB

Data Protection Officer: Mrs Louise Arnold, Director, louise@parentandcareralliance.org.uk

As part of any recruitment process, Parent and Carer Alliance CIC collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does Parent and Carer Alliance collect?

A part of its recruitment processes Parent and Carer Alliance collects and processes a range of information about applicants. This includes:

- your name, address, and contact details – including email address and telephone number
- details of your qualifications, skills, experience, and employment history
- information about whether you have any criminal record
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process, and
- information about your eligibility to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, or résumés, obtained from your passport or other identity documents, or collected through interviews.

Parent and Carer Alliance may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks and will inform you that it is doing so.

How does Parent and Carer Alliance store this information?

Data will be stored in a range of different places, including on your application record, in HR and Payroll systems and on other IT systems (including email).

Why does Parent and Carer Alliance process personal data?

Parent and Carer Alliance needs to process data for consideration about entering into a contract or agreement with you, and to complete a contract with you if your application is successful.

Submission of an application form for a job will constitute consent to the processing of information in line with processes required by our recruitment procedures.

In some cases, Parent and Carer Alliance needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Parent and Carer Alliance may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to candidate's data?

Information about candidates may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team and others who support our recruitment processes.

Parent and Carer Alliance will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We may also share your data with employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable to the role.

The organisation will not transfer your data outside the European Economic Area.

How does Parent and Carer Alliance protect data?

Parent and Carer Alliance takes the security of your data seriously. We have internal policies and controls in place to try 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. Restricted access to folders, password protection, and server security protects data kept in digital format; paper records are in a filing cabinet in a locked building to which access is limited.

How long does Parent and Carer Alliance keep data?

Parent and Carer Alliance will keep your data for as long as required to carry out our legal obligations and where we have a legitimate business interest.

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, or if you withdraw your consent for the organisation to hold your data during this time, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

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 Parent and Carer Alliance to change incorrect or incomplete data
- require Parent and Carer Alliance to delete or stop processing your data, for example where processing the data is no longer necessary for the purposes for which they were originally collected; and
- object to the processing of your data where Parent and Carer Alliance is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact Parent and Carer Alliance's Data Protection Officer using the contact details provided at the start of this policy. If you believe that Parent and Carer Alliance has not complied with your data protection rights, you can complain to the Information Commissioner.

What happens if you don't provide personal data

You are under no statutory or contractual obligation to provide data to Parent and Carer Alliance during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.