

Job Applicant Privacy Statement

Bromley Y during the recruitment and selection process collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- interview and/or assessment notes
- details of your qualifications, skills, experience and employment history
- information about your current salary
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your nationality and entitlement to work in the UK
- proof of address

The organisation collects this information in a variety of ways. For example, data might be contained in cover letters, CVs, obtained from your passport or other identity documents, or collected through utility bills, driving licence and interviews and/or other forms of assessment.

If you are successful at the recruitment and selection stage and a conditional job offer is made and you accept, the organisation will then commence its vetting and screening checks seeking your written permission to do so. Please see the section: "who has access" to data for further information.

Data will be stored in a range of different places, including in our HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation 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.

The organisation has a legitimate interest in processing personal data during the recruitment and selection process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment and selection 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.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of job applicants and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability.

Bromley Y as a service provides free, confidential, mental health and emotional wellbeing advice, guidance, webinars, groups and therapies to children and young people and their families (parents and carers). Therefore, it is necessary to carry out criminal record checks to ensure that individuals are permitted to undertake the role in question.

The organisation will normally not use your data for any purpose other than the recruitment exercise for which you have applied. We may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting the HR team at: hr@bromleyy.org.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and employees in the Business Support Team if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you a conditional offer of employment. The organisation will then share your data with current and/or former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal record checks.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for a period of six months after the end of the relevant recruitment process then your data is deleted or destroyed.

If you agree to allow the organisation to keep your personal data on file for future employment opportunities the organisation will hold your data on file for a further time period, normally for six months. At the end of that period (unless you withdraw your consent), 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. The periods for which your data will be held will be provided to you in a new "employee privacy statement".

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
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and

- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Nicole Morton-Cameron our HR Lead by email at hr@bromleyy.org. You can also make a subject access request by completing the organisation's form for making a subject access request (please email the HR team's email address as detailed above to arrange for this form to be shared with you).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK, proof of address, qualifications (accreditations where applicable) and satisfactory references.