**Bristol Refugee Rights - Job Applicant Privacy Notice**

This notice is compliant with the General Data Protection Regulation (GDPR) which comes into effect in the UK on the 25th May 2018 and provides job applicants with information about how their personal data will be used.

As part of any recruitment process Bristol Refugee Rights (BRR) collects and processes personal data relating to job applicants. BRR is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does BRR collect?**

BRR collects and processes a range of information about you. 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 your criminal record;
* whether or not you have a disability for which BRR needs to make reasonable adjustments; and
* equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

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

BRR may collect personal data about you from third parties, such as references supplied by former employers and nominated referees.

Data will be stored in a range of different places, including in your application record, BRR’s HR management systems and in other IT systems (including BRR’s email system).

**Why does BRR process personal data?**

BRR needs to process data to take steps at your request prior to entering into a contract with you. WE may also need to process your data to enter into a contract with you.

In some cases, BRR needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

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

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

BRR processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. Data that BRR uses for these purposes is anonymised and is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team.

BRr will not share your data with third parties except to obtain references when we will share your data with your nominated referees.

BRR will not transfer your data to countries outside the European Economic Area.

**How does BRR protect data?**

BRR takes the security of your data seriously. BRR has an Information Security and IT Policy in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

**For how long does BRR keep data?**

Your data will be kept according to the retention schedule set out in our Data Protection Policy. This sets out retention of job applicants data as follows:

|  |  |  |
| --- | --- | --- |
| Job candidate information | 6 months/1year | The records of those not shortlisted for interview will be kept for 6 months and for 1 year for those invited for interview. This allows for revisit if the recruitment is unsuccessful and also for challenge of the recruitment process. |

**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 BRR to change incorrect or incomplete data;
* require BRR 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 BRR is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Office Manager.

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

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to BRR 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.