



Vale of Aylesbury Housing Trust Privacy Notice to Job Applicants

The Vale of Aylesbury Housing Trust is committed to protecting your privacy and complying with all relevant Data Protection Legislation.

This Notice sets out the basis by which the Trust collect, use and disclose the personal data of anyone who applies for positions with us and what protections are in place to keep it secure, as well as your rights in respect of such personal data.

The categories of information that we collect, process and hold include:

- Personal information (such as name, address, telephone number(s), email address)
- Your login and password details related to our online application process
- Your current work contact details including telephone numbers, and email addresses
- Contact details of your current and/or former employers
- Your job title and job duties with your current and/or former employers, including any other work you intend to continue with if you accepted work with us
- Details of your salary and reward package and notice period with current and/or former employers and your reason for leaving previous employment
- [whether you have previously applied for a position or worked for us or any of our group organisations before, or whether you are related to anyone who works for us;
- Information on any disability and/or reasonable adjustments that would be required to enable you to attend an interview
- Further information you provide such as hobbies, interests outside work and achievements
- Date of birth
- Special categories of personal data including characteristics information such as gender, age, ethnic group, disability
- Information about your suitability to work for the Trust and other security screening information
- Information about your skills and experience and any references obtained during your recruitment process (including right to work checks, unspent or spent convictions and criminal record checks where applicable)
- Qualifications, education records and training records
- Your social networking profiles and/or internet profiles whether professional or personal but only to the extent that they may be relevant for recruiting you to the job(s) in question
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We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Some of the information listed above is or could include "special categories" of personal information. Under data protection laws, "special categories" of personal information (also known as sensitive personal data) includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information for uniquely identifying a person and information concerning a person's health, sex life or sexual orientation. Information concerning criminal convictions is placed in a similar category. This information is particularly sensitive and we will therefore only process this information where absolutely necessary: we will ensure it is only seen by those who have to see it; and will keep it secure. Information collected for us to monitor diversity will be anonymised as far as possible. You have the right to tell us that you no longer wish us to process certain types of information about you for the purpose of monitoring diversity.

What do we do with the information we collect?

We use your information in order to conduct due diligence on those we recruit, to ensure we engage the best person for the job, and to comply with our legal obligations and duties both to you and to regulatory authorities and government bodies.

We rely on a number of lawful reasons for processing the information set out above. These are that:

- You have explicitly consented to the processing of your personal information for the purposes of applying to work with us whilst being under no obligation to do so; and/or
- We are taking steps at your request prior to entering into a work contract with you; and/or
- It is necessary for us to comply with our legal obligations, for example, in relation to tax and national insurance, compliance with employment and health and safety laws; and/or
- It is necessary for our legitimate interests, both in conducting our business, and ensuring that we engage the best person for the job and our business.

For "special categories" of personal information (as described above), or information which relates to criminal convictions, the commission/alleged commission of criminal offences, or criminal proceedings, we will only process this information where:

- It is necessary for our or your obligations or rights in the field of employment law or social security law (and for this purpose we have a separate policy document which is reviewed from time to time and which outlines how we protect such information and how long the information is held for); and/or
- The personal information has been manifestly made public by you; and/or
- It is necessary in relation to legal claims; and/or
- It is necessary for reasons of substantial public interest. UK law places our monitoring of diversity and equality of opportunity in this category providing

certain safeguards are in place; and/or

The information we hold about you will be used for the purposes for which it is collected. We have IT protections and other procedures in place to protect the data we hold.

What if I do not provide the information?

In some cases, if you fail to provide information which is a statutory or contractual requirement, or which is necessary for a potential work contract, we may be unable to progress your application.

If that is the case (for example you fail to provide us with information we need to conduct right to work checks or criminal record checks), we will endeavour to give you adequate opportunity to provide the information.

Who collects your information and who will it be shared with?

Mostly, we will be collecting the information about you directly from you. We may also process some personal information which has been provided by a third party, such as recruitment agency, an employer giving a reference about you, or another staff member.

We may share your information with third parties for the following purposes:

- Our outsourced application tracking system/executive search consultancies/psychometric testing provider
- HM Revenue & Custom, regulatory authorities and Government Departments to comply with our legal obligations;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order
- To prevent fraud and detect crime
- The Disclosure and Barring Service where applicable to the work in question.

How do we protect your information?

We have security arrangements in place to guard against unauthorised access, improper use, alteration and accidental loss of your information. We have a retention policy (see below) and will ensure that where data is no longer required it will be securely destroyed.

Your rights

In accordance with the terms of the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold

about you. You have the right to request:

- a copy of the personal information we process about you;
- that any inaccurate information we hold about you is corrected;
- that information about you is deleted in certain circumstances;
- that we stop using your personal information for certain purposes;
- that your information is provided to you in a portable format.

Due to the nature of our relationship with you and our reasons for processing your personal information, in many cases we may not be able to comply with your request in relation to the rights listed above, which are limited to certain defined circumstances. However, we will tell you if that is the case, and explain why.

If you have any concerns about the accuracy of your information, you will need to raise it in writing with Rick Smith (rick.smith@vaht.co.uk). You should be clear about exactly what you believe is inaccurate and how it should be corrected, providing evidence of the inaccuracies where available.

If you are unhappy with how we are using your personal information or if you wish to complain about our use of information, please contact Rick Smith (rick.smith@vaht.co.uk). If we cannot resolve your complaint, you have the right to complain to the Information Commissioner's Office, which is the statutory regulator for data protection matters. The Information Commission can be contacted at <https://ico.org.uk/concerns/>

Access to information

To make a request for information we hold about you need to put the request in writing addressing it to Rick Smith (rick.smith@vaht.co.uk)

How long is your information retained for?

If you are successful in your application for a work contract with us, we will process this information for the duration of your work contract. We will give you a separate Privacy Notice at that stage, which will also set out how long information will continue to be retained by us after your work contract ends.

If you are unsuccessful in your application for a work contract with us, or you choose not to accept the offer of a work contract with us:

- We will hold limited specified information necessary for legal reasons for a period of 12 months or such other period as may be required under our legal obligations; or
- If you indicate your consent using the text below, we will retain all the personal information gathered during the recruitment process for a period of 12 months in order to contact you about other work contracts we feel may be of interest to you or other positions we are recruiting for in the future

Review

We review the privacy notice on an annual basis. This privacy notice was last

updated on 03/05/2018.

Declaration of Consent

We take our data protection obligations seriously and the information you provide during the course of your application to work with us will only be used for the purposes of assessing your application, and, as outlined above, in relation to any subsequent work contract with us, should your application be successful.

In order for us to proceed with your application, we require your freely-given, specific, informed and clear consent to process the information outlined above. You do not have to consent to us processing this information, but please note that we may be unable to proceed with your application should you decide not to consent. You also have certain rights in relation to the information we process as set out above.