

Privacy Notice for job & volunteer applicants

NCHA HR, Pelham House, 25 Clumber Avenue, Nottingham, NG5 1AG

What information do we collect and why?

We collect information about you when you apply to work or volunteer with us. The information includes but is not limited to; name, address, contact details, skills, qualifications, experience, eligibility to work in the UK. The data we collect also includes special category data (e.g. ethnicity, sexual orientation and criminal convictions and/or cautions/reprimands).

How will we collect this information?

Data will be collected from you personally when you apply to work or volunteer with us. This will be in the form of applications and/or CVs.

If we make you a conditional offer we will undertake pre-employment checks including; references, medical information, your right to work in the UK and where applicable information about criminal convictions and/or cautions/reprimands.

How will we use it?

We use the data you provide us to fulfil our obligations as a potential employer as a legitimate legal and business need.

We will process special category data relating to you including, as appropriate;

- information about your physical or mental health, in order to take decisions as to your fitness for work following a Conditional Offer;
- protected characteristics, as defined in the Equality Act to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements, obligations to third parties and contractual arrangements

Who will we share it with?

Data will be shared with third parties in connection with your application (e.g. referees and the Home Office). When sharing data we will abide by the General Data Protection Regulations. We will not transfer your data outside the European Economic Area.

Security and access to your information and correction

We have in place procedures and technologies to maintain the security of your data from the point of collection to the point of destruction.

As a data subject you have rights including, the right to view the data we hold on you and to ask us to correct or remove information you think is inaccurate.

Data retention

We will not keep your personal data for longer than is necessary. Data will be destroyed or erased from our systems when it is no longer required which is usually 6 months from the conclusion of the recruitment exercise.

Who and How to Contact us

Please contact us if you have any questions in relation with this notice or the information we hold about you:

Email: data.protection@ncha.org.uk

Phone: **0800 5610074**

Post: Data Protection Officer
Unit 2 Clumber Court
Pelham Avenue
Nottingham
NG5 1AJ

