

Nova Wakefield District Limited

Privacy Notice – Job Applicants

Data controller: Nova Wakefield District Limited, 11 Upper York Street, Wakefield, WF1 3LQ

Nova Wakefield District Limited has appointed Maddy Sutcliffe, Chief Executive Officer as the person with responsibility for data protection compliance within the organisation. Maddy can be contacted at maddy.sutcliffe@nova-wd.org.uk. Questions about this privacy notice, or requests for further information, should be directed to Maddy.

As part of any recruitment process, Nova Wakefield District Limited 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 Nova Wakefield District Limited collect?

Nova Wakefield District Limited collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number (home, mobile and work);
- details of your qualifications, skills, experience and employment history; and
- whether or not you have a disability for which Nova Wakefield District Limited needs to make reasonable adjustments during the recruitment process.

Nova Wakefield District Limited may collect this information in a variety of ways. For example, data might be contained in application forms, or collected through interviews or other forms of assessment, including tests.

Nova Wakefield District Limited may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. Nova Wakefield District Limited will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

Why does Nova Wakefield District Limited process personal data?

Nova Wakefield District Limited needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Nova Wakefield District Limited 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.

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

Where Nova Wakefield District Limited processes special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that Nova Wakefield District Limited uses for these purposes is anonymised. It also collects information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Nova Wakefield District Limited processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Nova Wakefield District Limited is obliged to seek information about criminal convictions and offences. Where Nova Wakefield District Limited seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Nova Wakefield District Limited will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

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

Nova Wakefield District Limited will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Nova Wakefield District Limited will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

Nova Wakefield District Limited will not transfer your data outside the European Economic Area.

How does Nova Wakefield District Limited protect data?

Nova Wakefield District Limited 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. This includes ensuring personal data is kept either in a locked filing cabinet and/or in password protected computer files.

For how long does Nova Wakefield District Limited keep data?

If your application for employment is unsuccessful, Nova Wakefield District Limited will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is 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. The periods for which your data will be held will be provided to you in a new privacy notice.

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 Nova Wakefield District Limited to change incorrect or incomplete data;
- require Nova Wakefield District Limited 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 Nova Wakefield District Limited is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Maddy Sutcliffe at maddy.sutcliffe@nova-wd.org.uk.

If you believe that Nova Wakefield District Limited 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 Nova Wakefield District Limited during the recruitment process. However, if you do not provide the information, Nova Wakefield District Limited may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

X 

Chair
Date 9 July 2020

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