

Job Applicant Privacy Notice

As part of our recruitment process, we collect and process 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 under data protection laws.

What information do we collect?

- Your name, address and contact details, including email address and telephone number;
- Identification documentation, such as your passport and / or your driving licence;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Information about your health;
- Details of professional membership;
- PVG Membership Information;
- Your relationship (if any) to our staff and Board members;
- Details of any live Disciplinary sanctions;
- Details relating to Criminal Convictions;
- NI Number;
- Address History;
- Referees' names, contact details and job titles;
- Bank Details (For PVG Payment, if successful);
- Previous Names;
- Results of psychometric testing (if applicable to the role you have applied for);
- Equality Information, such as Gender, Disability, Marital Status, Sex and Sexual Orientation (where you choose to share this with us); and,
- Information relating to what/who is important to you and how best to support you;

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, rehabilitation of offenders form, PVG application form, 1 page profile, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and you have given us your permission. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need 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, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows 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.

We process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Who do we share your personal data with?

We may share your personal data with the following organisations for the purposes described in this Notice:

- our consultants, advisers and IT service providers;
- our solicitors;
- your referees; and
- Disclosure Scotland.

Where is your personal data transferred to?

Some of the organisations we share your personal data with (listed in this Notice) may be based or may make use of data storage facilities that are located outside the United Kingdom. Their handling and use of your personal data will involve us and / or them transferring it outside the United Kingdom. When we and / or they do this, we will ensure similar protection is afforded to it by:

- only transferring it or permitting its transfer to countries that have been deemed to provide an adequate level of protection for personal data under data protection laws; or
- using specific contracts with such organisations, which are approved for use in the United Kingdom, and which give your personal data the same protection it has in the United Kingdom after it is transferred.

Please contact our DPO for further information on the specific mechanism used by us when transferring your personal data outside the United Kingdom.



How does The Mungo Foundation protect data?

We take the security of your data seriously. We have 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.

How long does The Mungo Foundation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At your consent, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application form / CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) 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 the organisation to change incorrect or incomplete data;
- Require the transfer of your personal data to another organisation;
- Require the organisation 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 Mungo Foundation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Lauren Corbett, Data Protection Officer. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

If you believe that the organisation 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 The Mungo Foundation 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.

Feedback and complaints

We welcome your feedback on how we hold and use your personal data, and this can be sent to our DPO.

You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal data. The ICO's contact details are as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

If you would like to receive this Notice in alternative format, for example, audio, large print or braille, please contact us.

Updates to this Notice

We may update this Notice at any time, and we will provide you with an updated version when required to do so by law.

Last updated: June 2022