



## **WOLVERHAMPTON HOMES**

### **Job applicant privacy notice**

As part of any recruitment process, Wolverhampton Homes collects and processes personal data relating to job applicants. Wolverhampton Homes is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does Wolverhampton Homes collect?**

The organisation collects 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 salary and benefits
- Whether or not you have a disability for which Wolverhampton Homes needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, religion or belief

Wolverhampton Homes collects this information in a variety of ways. For example, data might be contained in application forms, CV's or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from DBS checks. Wolverhampton Homes will only seek this information from third parties only once a job offer to you has been made or prior to interview with your permission.

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

### **Why does Wolverhampton Homes need this data?**

The organisation needs to process data to take steps at your request prior to entering into a contract of employment with you.

In some cases, Wolverhampton Homes 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.

Wolverhampton Homes 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 the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where Wolverhampton Homes processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where Wolverhampton Homes 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.

Wolverhampton Homes will not use your data for any purpose other than the recruitment exercise for which you have applied. The records will be held for six months after the closing date and will then be destroyed.

### **Who has access to the data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of HR and the recruiting panel.

Wolverhampton Homes will not share your data with third parties, unless your application is successful and it makes an offer of employment. The organisation will then share your data with former employers to obtain references for you and the Disclosure and Barring Service (if required for job role) to obtain necessary criminal records checks.

### **How does Wolverhampton Homes protect data?**

The organisation takes security of 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.

### **For how long will Wolverhampton Homes keep your data?**

If your application for employment is unsuccessful, Wolverhampton Homes will hold your data for six months from the closing date of the recruitment. At the end of that period or once you have withdrawn your consent, your data will be deleted/destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained as a live document through your employment.

### **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 Wolverhampton Homes to change incorrect or incomplete data
- Require Wolverhampton Homes to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Ask Wolverhampton Homes to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisations legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Wolverhampton Homes HR section on 01902 551275 or email [hr@wolverhamptonhomes.org.uk](mailto:hr@wolverhamptonhomes.org.uk)

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 Wolverhampton Homes during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.