

Privacy Notice for Job Applicants

CrossReach is the data controller for the information you provide during this process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at records@crossreach.org.uk

What will we do with the information you provide us?

All of the information you provide us during this process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for and why?

We only collect information that we need to fulfil our stated purposes and will not retain it for any longer than is necessary.

The information we ask for is used to assess your suitability for employment roles. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for personal details including name and contact details. We may also ask you for information about your previous experience, education, membership of professional bodies, referees and for answers to questions relevant to the role you have applied for. The staff involved in recruiting you will have access to this information.

You will also be asked to provide equal opportunities information. This is not mandatory- you do not have to provide this information and it will not affect your application. If you do choose to provide this information it will not be matched with your application paperwork and will be processed by staff within the HR Operations team. The information is anonymised in a secure database and used only to monitor equal opportunity statistics.

Interview / Assessments

We may ask you to participate in assessments, introductory days (for volunteers) and attend an interview. Information will be generated by you and by us. For example you might be asked to give a presentation or we might take interview notes.

If you are unsuccessful following assessment for the position you have applied for we will keep your application on file for a period of six months.

Conditional Offer

If we make you a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks to progress to a final offer. You must successfully complete pre-employment checks to progress to a final offer.

We are legally required to confirm the identity of our staff, their right to work in the UK and seek assurances as to their trustworthiness, reliability and integrity. Therefore we may ask you to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

In most circumstances you may be required to complete some or all of the following:

- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- You will be asked to complete a Disclosure Scotland form which will verify your declaration of unspent convictions.
- You will be asked to complete a PVG scheme application form
- You will be asked to complete an Overseas check which will verify your declaration of unspent convictions abroad.
- We will contact your referees, using the details you provide in your application, directly to obtain references

Once these checks are complete you will be asked for the following:

- Bank details- to process salary payments
- Emergency contact details- so we know who to contact in case you have an emergency at work

Data Processors

Data processors are third parties who provide elements of our recruitment/employment services for us. We have contracts in place with these organisations which means they only process your personal information for the reasons agreed to by us.

Legal & General

Pension

If you are employed by CrossReach relevant information about you will be provided to Legal & General, the administrators of our pension scheme. You will be auto-enrolled into the scheme and the details provided to Legal & General will be your name and payroll number.

Death in Service Benefit

CrossReach provides life assurance known as Death in Service Benefit of three times salary up until age 74 for all employees (excluding those on relief contracts). Legal & General are the providers of this service. If you are employed by CrossReach you will

be provided with a Death in Service Nomination form which asks for information on your nominated Trustee.

Here is a link to the Legal & General Privacy Policy:

<https://www.legalandgeneral.com/privacy-policy/>

Westfield Health

CrossReach makes contributions for all employees (excluding those on relief contracts) to be members of a health benefit scheme provided by Westfield Health. We will share with them your name, address, date you enter the scheme and your NI number.

Here is a link to their privacy policy:

<https://www.westfieldhealth.com/about-us/legal/privacy-policy>

MediGold

MediGold provide our occupational health service. You will provide Medigold information at the pre-employment stage. This information will not be shared with CrossReach. CrossReach will however be informed if you are fit to undertake the role for which you have applied. During employment, if an occupational health assessment is required, CrossReach will refer you to MediGold Health. We will provide them with details such as your name, age, job title, date of absence and the reason for your absence.

Here is a link to their privacy policy:

<http://www.medigold-health.com/Home/FairProcessingNotice>

How long do we keep this information?

If your application is successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment and a further period following the end of your employment, depending on the role. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the selection process, the information you have provided until that point will be retained for 6 months from the final paperwork. Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign. Any equal opportunities information gathered is anonymous and held separately from the application paperwork.

Your rights

Under the EU General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you. This includes the right to access your personal information, to object to the processing of your personal information, to rectify, to erase and or to restrict processing of your personal information. It should be noted that there may be legal or other reasons why we need

to retain or continue processing your information. This would be fully discussed if relevant.

Complaints or Queries

CrossReach strives to meet the highest standards when collecting and using personal information. We encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of the collection, processing and storage of personal information which CrossReach may undertake. However, we are happy to provide any additional information. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you should contact us directly on the details below.

Access to personal information

CrossReach tries to be as open as it can be in terms of giving you access to the personal information held on you. You can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to CrossReach for any personal information we may hold we ask that you fill out our Subject Access Request form or write to us at the address provided below.

If we do hold information about you which is incorrect, you should make us aware and steps will be taken to amend your personal information.

How to contact us

If you have any queries or complaints about our processes or how we handle your information, or if you want to access your information then please contact us at records@crossreach.org.uk or contact your Service Manager directly. Or you can write to us at: Charis House, 47 Milton Road East, Edinburgh, EH15 2SR.

If you want to raise a complaint outwith CrossReach, you have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by CrossReach. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.