North Wales Wildlife Trust

Job Applicant Privacy Notice

**Data controller: North Wales Wildlife Trust**

**Data protection officer: Frances Cattanach 01248 351541** **fcattanach@wildlifetrustswales.org**

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

**What information does North Wales Wildlife Trust collect?**

North Wales Wildlife Trust 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 current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which North Wales Wildlife Trust needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK;

North Wales Wildlife Trust collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

North Wales Wildlife Trust will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. North Wales Wildlife Trust 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, in HR management systems and on other IT systems (including email).

**Why does North Wales Wildlife Trust process personal data?**

North Wales Wildlife Trust needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, North Wales Wildlife Trust 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.

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

[Where North Wales Wildlife Trust relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.]

North Wales Wildlife Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, North Wales Wildlife Trust is obliged to seek information about criminal convictions and offences. Where North Wales Wildlife Trust 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.]

North Wales Wildlife Trust 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 will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

North Wales Wildlife Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. North Wales Wildlife Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary any criminal records checks.

North Wales Wildlife Trust will not transfer your data outside the European Economic Area.

**How does North Wales Wildlife Trust protect data?**

North Wales Wildlife Trust 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. Paper records are kept locked, and electronic records are password protected

**For how long does North Wales Wildlife Trust keep data?**

If your application for employment is unsuccessful, North Wales Wildlife Trust will hold your data on file for 6 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 North Wales Wildlife Trust to change incorrect or incomplete data;
* require North Wales Wildlife Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where North Wales Wildlife Trust is relying on its legitimate interests as the legal ground for processing; and
* ask North Wales Wildlife Trust to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override North Wales Wildlife Trust's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Frances Cattanach, Llys Garth, Garth Road, Bangor Gwynedd LL57 2RT

If you believe that North Wales Wildlife Trust 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 North Wales Wildlife Trust during the recruitment process. However, if you do not provide the information, North Wales Wildlife Trust 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.