

CCS Recruitment Privacy Policy

Data controller: CCS, 162 Pennywell Road, Easton, Bristol, BS6 6XX

Data protection officer: Head of HR, Facilities & Administration,
info@ccsadoption.org

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

What information does the organisation collect?

CCS 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;
- 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; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

CCS may collect this information in a variety of ways. For example, data might be contained in application forms and CVs, or collected through interviews or other forms of assessment.

CCS may 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 criminal records checks.

CCS will store data electronically in our recruitment file.

Why does CCS process personal data?

CCS 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, CCS 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.

Processing data from job applicants allows CCS to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to

offer a job. CCS may also need to process data from job applicants to respond to and defend against legal claims.

CCS may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where CCS processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

CCS 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 HR and recruitment team and interviewers involved in the recruitment process.

CCS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. CCS 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 criminal records checks.

How is your data protected?

CCS 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. Access to the information is restricted to management.

How long do CCS keep your data?

If your application for employment is unsuccessful, CCS will hold your data on file for 3 months after the end of the relevant recruitment process. If you agree to allow CCS to keep your personal data on file, we will hold your data on file for a further time period for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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 CCS to change incorrect or incomplete data;

- require CCS to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

If you would like to exercise any of these rights, please contact the Head of HR, Facilities & Administration, info@ccsadoption.org

If you believe that CCS has not complied with your data protection rights, you can report a concern with the Information Commissioner <https://ico.org.uk/concerns>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the CCS during the recruitment process. However, if you do not provide the information, CCS may not be able to process your application properly or at all.