

RECRUITMENT PRIVACY POLICY

This privacy notice applies to CHAP. The organisation takes the protection of confidentiality and privacy of information entrusted to us very seriously. CHAP is committed to complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

How do we collect information from you?

We will collect information from your initial job application and from direct discussions with you as part of the recruitment process.

What type of information do we collect from you?

Personal data that is collected and recorded may include all or some of the following:

- Name
- Address
- Telephone number
- Gender
- Marital Status
- E-mail address
- National insurance number
- Details of previous employment
- Details of any criminal convictions
- Qualifications
- Relevant training undertaken.
- Details of dependents
- Ethnic Origin
- And any other information necessary to CHAP's business purposes, which is voluntarily disclosed in the course of an employee's application for employment with CHAP.

Information is gathered only to the extent that it is relevant for the purposes of our agreed remit.

What your information will be used for

CHAP's lawful basis for processing your information is 'Legitimate Interests' which are detailed below:

- For recruitment purposes
- To monitor compliance with Equal Opportunities Legislation

Who your information will be shared with?

Your information will only be shared with those staff members involved in the recruitment process.

How long do we store your information for?

Applications that are unsuccessful for short-listing for interview are retained for a period of 4 weeks.

Applications that are unsuccessful following interview are retained for a period of 12 weeks.

How your information will be destroyed

Information no longer required will be destroyed by shredding (where information is held in hard files) and by deleting records entirely from our system (where information is held electronically).

Who has access to your information?

The management team and administration staff have access to your information.

How you can access and update your information

Information can be accessed as per the Company Data Subjects Right Procedure which is available on our website www.chap.org.uk

Data Protection Law requires the organisation to take reasonable steps to ensure that any personal data it processes is accurate and up to date. It is the responsibility of the individual to inform the organisation of any changes to the personal data they have supplied during the course of their employment application. Changes should be reported to the main office in the first instance.

Please see Policy 39 – PVG Scheme Application for full details on how PVG information is dealt with

Your rights

Your rights are detailed in the Company Data Subjects Right Procedures

Changes to the privacy policy

We will keep this privacy policy under regular review.

Contact information

Debbie Alexander
Chief Executive
Telephone: 01294 208728

dalexander@chap.org.uk

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please speak to us. We will endeavour to answer your questions and advise you of any steps taken to address the issues raised by you. If you are unsatisfied with our response, you are entitled to complain to the Information Commissioners Office. Their website address is www.ico.org.uk