



Job Applicant Privacy Notice

Fair Futures CIC collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice states the basis on which we collect, use and disclose the personal data of job applicants and your rights in respect of this personal data.

As an applicant applying for work or work experience at Fair Futures CIC, this notice aims to help you understand how Fair Futures CIC collects, holds and uses your personal data.

Under the GDPR, there are six data protection principles that Fair Futures CIC must comply with. These provide that the personal information we hold about you must be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to those purposes.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits your identification for no longer than is necessary for those purposes.
- Processed in a way that ensures appropriate security of the data.

Fair Futures CIC is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

What information does Fair Futures CIC collect and how?

Fair Futures CIC collects a range of information, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current or most recent pay;
- information about your DBS clearance status;
- information about your right to work in the UK;
- whether or not you have a disability for which the Fair Futures CIC needs to make reasonable adjustments during the recruitment process; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information may be collected in a variety of ways. Data might be within completed application forms, within CVs (sent to us as part of a published vacancy application, speculative applications or queries), obtained from your identity documents or collected through the interview process.

We may also collect personal data about you from third parties, such as references supplied by former employers and follow-up checks with referees as part of the Safer Recruitment process, health questionnaire information and information from criminal records checks. We will seek information from third parties only once a job offer has been made to you. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Fair Futures CIC will seek information from third parties only after a job offer has been made to you and we will inform you that we are doing so. The only exception to this is if you are selected for interview and have provided Fair Futures CIC with your permission to contact your referees prior to a job offer being made. In this case, Fair Futures CIC may proceed to contact your referees before a job offer is made.

Why does Fair Futures CIC process personal data?

Fair Futures CIC collects and processes your data for a number of purposes and where we have a legal basis to do so, as detailed below.

Fair Futures CIC 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who to select for an offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. For work with children and with vulnerable adults, we are required to check the successful applicant's suitability to work with those groups, through criminal records checks, as part of the Safer Recruitment process.

Fair Futures CIC may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process 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. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers, in order to obtain references. We may also share your data with our partner companies, for monitoring and management purposes and payroll and pensions management. If you are applying for a senior management position with us, we may share your data with our parent company.

In addition to this, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Fair Futures CIC protect data?

Fair Futures CIC places high importance on the security of your data. Our internal policies and controls ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our staff, or staff in partner organisations for payroll and pensions, in the proper performance of their duties.

How long does Fair Futures CIC keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Fair Futures CIC to change incorrect or incomplete data;
- require Fair Futures CIC 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 Fair Futures CIC is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact fairfutures@outlook.com.

If you believe that Fair Futures CIC has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Fair Futures CIC during the recruitment process. However, if you do not provide the information, we may not be able to process your application.