

# Groundwork East's privacy notice

## Introduction

This Privacy Notice was last updated on 31/07/2019

Groundwork East respects your privacy and is committed to protecting it through our compliance with this privacy notice. We have notified our processing of personal data to, and are registered with, the Information Commissioner's Office (ICO).

In this privacy notice references to "Groundwork", "Groundwork East", "us", "we", "our" are to Groundwork East.

We may update this privacy notice from time to time so you should check this page to see our most up to date policy.

**Please take some time to read this privacy notice before you apply for a job vacancy with us. It is a legally binding agreement and contains important information on your legal rights and obligations. It will also explain your rights towards your personal information and how we look after it while we have it.**

## What information do we collect?

In order to process your application, we may collect personal information about you from our website, telephone conversations, emails, application forms and written communications.

The information we collect may vary based on the role you are applying for. This may include information:

- by which you may be personally identified, such as name, postal address, e-mail address, telephone number ("personal information")
- reference information
- previous employment history
- previous education history and academic achievement
- membership of professional bodies
- limited sickness / absence information
- criminal record information
- towards the equal opportunities monitoring form, such as gender, age, ethnicity and whether you consider yourself to have a disability.

We only collect information about you that we need and we try to minimise what we do collect.

We strive to provide you with choices regarding the personal information you provide to us.

## How do we collect information about you?

We collect information:

- when you apply for a job vacancy

## How do we use your information?

We use your information in various ways, such as to:

- assess your suitability for the role you have applied for
- assess your suitability for any subsequent similar roles within six months of your initial application
- create statistical information, including equal opportunities monitoring

## Who do we share this information with?

We share your information internally within Groundwork, with those involved in the recruitment process and with external members of the interview panel if applicable.

### **Legal grounds for processing your information**

We will rely on the following legal bases under European Data Protection Legislation for processing your personal data:

- We have a legitimate interest in doing so – we cannot process your application without storing and using your data.

### **Information disclosure**

Your information will not be disclosed to anyone outside of Groundwork unless they are an external member of the interview panel.

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorised access, use, alteration and disclosure. To protect your information from being accessed by external parties, all information you provide to us is stored on our secure servers behind firewalls. To protect your information from being accessed by unauthorised internal parties your personal information is stored in restricted access folders on our secure server.

All information from unsuccessful applicants will be destroyed after six months. Information from successful applicants will form part of their personnel file.

### **Your rights**

The Data Protection Act 1998 and General Data Protection Regulation 2018 give you rights in respect of your personal information. We take all reasonable efforts to ensure we allow you to exercise those rights.

### **Your information rights**

- European Data Protection Legislation gives you the right to access information held about you. You are entitled to be told by us whether we or someone else on our behalf is processing your personal information; what personal information we hold; details of the purposes for the processing of your personal information; and details of any third party with whom your personal information has been shared.
- You can access the personal information we hold on you by writing to us at: Groundwork East, Mill Green, Hatfield, Hertfordshire AL9 5PE. Requests for access will be responded to within one month of receiving the request.
- We will ask you to provide proof of identity before we show you your personal information – this is so we can prevent unauthorised access.
- You have the additional rights to request rectification and erasure of your personal data and to request restriction of, and to otherwise object to, our processing of your personal data and you can exercise these rights at any time by contacting us at: Groundwork East, Mill Green, Hatfield, Hertfordshire AL9 5PE.
- You are entitled to receive the personal data that you have provided to us, you can exercise this right by contacting us at: Groundwork East, Mill Green, Hatfield, Hertfordshire AL9 5PE.
- If we hold information about you, you can ask us to correct any mistakes by contacting us at: Groundwork East, Mill Green, Hatfield, Hertfordshire AL9 5PE.

### **Your right to make a complaint**

You have a right to make a complaint to the Information Commissioner's Office (ICO): <https://ico.org.uk>

**Changes to our Privacy Policy**

We may amend this notice in order to encompass any changes in the law, our experience of handling your personal information, guidance from the ICO or for other legitimate reasons. We encourage you to check this privacy notice from time to time to ensure you are aware of the latest version. The date the privacy notice was last revised is identified at the top of the page.

**Contact Information**

To ask questions or comment about this privacy notice and our privacy practices, contact us.

You can write to us at:

Groundwork East

Mill Green

Hatfield

Hertfordshire

AL9 5PE