

Recruitment Privacy Notice



How your information will be used

1. When you apply for a role with Groundwork, we need to keep and process information about you for normal recruitment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process. This includes using information to enable us to progress through the recruitment process, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities, and we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. The nature of our legitimate interests are to provide services and support to disadvantaged communities. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as the recruiting manager, or in some cases, external sources, such as referees.
4. The sort of information we hold includes your application form and references, correspondence with or about you, for example job offer letters; criminal records checks, information about your eligibility to work in the UK,

contact details; information needed for equal opportunities monitoring policy; and records relating to your career history.

5. Where necessary, we may keep information relating to your health, which could include health questionnaires and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate.
6. When you supply us with monitoring information relating to special categories of data, such as those relating to your racial or ethnic origin, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always anonymise the data so you cannot be identified. You will always have the choice to withhold this information.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

7. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so.
8. We may transfer information about you to other group companies for purposes connected with your recruitment or the management of the company's business.
9. Your personal data will not be transferred outside of the EEA or to an international organisation.
10. We do not use automated decision making (including profiling).
11. If you are not employed as a result of your application, your personal data will be stored for a period of **6 months**.

12. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights

13. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
14. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
15. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Identity and contact details of controller and data protection officer

16. **Groundwork Leeds, Groundwork Wakefield and Groundwork North Yorkshire** are the controllers and processors of data for the purposes of the DPA 18 and GDPR.
17. If you have any concerns as to how your data is processed you can contact:

Sarah Munro at
sarah.munro@groundwork.org.uk
or you can write to Environment & Business Centre, Merlyn Rees Avenue, Morley, LS27 9SL