

# Groundwork East's Privacy Notice - Applicants

## Introduction

This Privacy Notice was last updated on 2/4/2024

Groundwork East respects your privacy and is committed to protecting it through our compliance with this privacy notice. We 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.

**Please take some time to read this privacy notice before you apply for a job vacancy with us.**

## What information do we collect?

In order to process your application, we may collect the following personal information

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, such as gender, age, ethnicity or any other protected characteristic.

We only collect information about you that we need for a legitimate business interest

## How do we collect information about you?

We collect information:

- when you apply for a job vacancy
- telephone conversations with you
- emails
- Communications

## 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.

## Why and on what basis do we use your Personal Data

We will rely on the appropriate legal bases under the UK GDPR or Data Protection Act for processing your personal data:

- To comply with our legal or regulatory obligations

- 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.

### **How long do we keep information for?**

We will retain your Personal Data over the period to comply with applicable laws and regulations or another period with regard to our operational requirements and retention periods as defined in our Data Protection Procedure. We will erase your Personal Data from our electronic systems when appropriate to do so and any documents held will be shredded and disposed of securely. All information from unsuccessful applicants will be destroyed after six months. Information from successful applicants will form part of their personnel file.

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorised access, use, alteration and disclosure. This includes but is not limited to appropriate security measures like two factor authentication, encryption and firewalls and all data is stored in compliance with GDPR regulations. To protect your information from being accessed by unauthorised internal parties your personal information is stored in restricted access folders on our secure server.

### **Your rights and how you can exercise them**

In accordance with the UK Data Protection Regulations, you have the following rights:

- To access: you can obtain information relating to the processing of your personal data, and a copy of such personal data.
- To rectify: where you consider that your personal data are inaccurate or incomplete, you can require that such personal data be modified accordingly.
- To erase: you can require the deletion of your personal data, to the extent permitted by law.
- To restrict: you can request the restriction of the processing of your personal data.
- To object: you can object to the processing of your personal data, on grounds relating to your particular situation. You have the absolute right to object to the processing of your personal data for direct marketing purposes, which includes profiling related to such direct marketing.
- To withdraw your consent: where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time.
- To data portability: where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party.
- 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.

**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 Notice**

We will update this privacy notice from time to time so you should check the Groundwork East website or ask the HR team to see the most up to date version.

**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