|  |  |
| --- | --- |
| **Fair Employment Monitoring Questionnaire** | A picture containing icon  Description automatically generated |

**Private & Confidential**

**Introduction**

Groundwork NI is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |
| --- | --- |
| I am a member of the Protestant community |  |
| I am a member of the Roman Catholic community |  |
| I am not a member of either the Protestant or the Roman Catholic communities |  |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |
| --- | --- |
| Male: |  |
| Female: |  |

**Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.**

|  |  |  |
| --- | --- | --- |
| **General Data Protection Regulation (GDPR) Privacy statement** |  | A picture containing icon  Description automatically generated |

**How we use your information**

Groundwork Northern Ireland (GWNI) is committed to maintaining high standards of privacy and data protection for our stakeholders and those we work with. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

Groundwork Northern Ireland is a charity and company limited by guarantee based at 63-75 Duncairn Gardens, Belfast, BT15 2GB.

GWNI is registered with the Information Commissioner’s Office

Registration Number: Z9691534

**Sharing your personal data**

We may employ third party companies and individuals to facilitate our own service provision, to provide a service on our behalf, to perform related services or to assist us in analysing how our service is used These third parties may have access to your personal information only to perform these tasks on our behalf and must comply with GWNI’s Data Protection Policy.

We may share personal data with other people or organisations where we have obtained your consent.

We use the following lawful bases to process personal data:

* Where you have given consent for us to do so.
* Where it is in our legitimate interests, and this is not overridden by your rights and freedoms.
* Where it is necessary to meet our legal obligation.
* Where it is necessary for us to fulfil a contract or pre-contractual obligations.
* Where we are protecting someone’s vital interests.
* Where we are fulfilling a public task or acting under official authority.

**Your rights**

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information that we hold about you.

GWNI tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a Subject Access Request. If we do hold information about you that you are entitled to, we will engage with you and endeavour to:

* give you a description of it.
* tell you why we are holding it.
* tell you who it could be disclosed to.

let you have a copy of the relevant information in an intelligible form remove your data, on request, if this would not prevent the administration of a service we are contracted to deliver.

To make a request for any personal information we may hold you need to email info@groundworkni.co.uk.

**Your rights under data protection laws**

The General Data Protection Regulation provides the following rights to you:

* The right to be informed about the processing of your personal information.
* The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
* The right to object to processing of your personal information.
* The right to restrict processing of your personal information.
* The right to have your personal information erased (the “right to be forgotten”)
* The right to request access to your personal information and to obtain information about how we process it
* The right to move, copy or transfer your personal information (“data portability”)
* Rights in relation to automated decision-making which has a legal effect or otherwise significantly affects you

GWNI endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of GWNI’s collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you want to make a complaint about the way we have processed your personal information, or if you have a query or any concerns, you can email info@groundworkni.co.uk.

Please note that the exercise of your rights is dependent on the lawful basis that has been used for each processing activity. You also have the right to lodge a complaint with the Information Commissioner’s Office, which enforces data protection laws: https://ico.org.uk/concerns

**When you email us**

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with our policies. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Emails may be shared within GWNI to ensure that a query is addressed to, and resolved by, the correct Department.

**When you contact us via social media**

GWNI uses a variety of social media outlets to engage with stakeholders. We cannot guarantee that information shared through these media will be private, for example, if you share your contact details in an unsecure and public space then these may be viewed by parties other than GWNI. Please do not share personal information in a public forum.

If you send us a private or direct message via social media the message will be stored but will not be shared with any other organisations.

**When you visit our office: CCTV**

GWNI has four CCTV cameras installed that video record at four points covering the entrance to the office. These are for security purposes only, allowing for the premises to be monitored and acting as a deterrent to any potential criminal activity. The CCTV is stored in a secure room. Recordings are retained for one month, long enough for any incident to come to light and the incident to be investigated, after which they are automatically erased. Except for law enforcement bodies, images will not be provided to third parties.

**Job Applicants**

**What will we do with the information you provide to us?**

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements, if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

**What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask; however, it might affect your application if you don’t.

We ask you for your personal details including name and contact details. We will also ask you about your previous employment and experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information — if you don’t provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We might ask you to attend an interview. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by Groundwork NI.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be held on a reserve list. If you say yes, we will proactively contact you should any further suitable vacancies arise.

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

* Proof of your identity
* Proof of your qualifications
* Access NI check

**How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point, and information generated throughout the assessment process will be retained by us for 12 months.

Equal opportunities information is retained for three years whether you are successful or not. These timeframes are in line with the Fair Employment and Treatment (NI) Order 1998.

**How to contact us**

To request information about our privacy policy please email info@groundworkni.co.uk.

**Declaration**

Under the General Data Protection Guidelines, Groundwork NI is required to notify applicants and prospective employees as to how their personal data will be processed and used. This application, excluding the equal opportunities monitoring form, will be retained by Groundwork NI for a maximum period of 12 months, unless you are the successful applicant for the post, in which case your application will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data, this information will be used to assist us with recruitment monitoring. It will be held separately from other application forms and will be retained for a three-year period under obligations arising from NI Equality Legislation. It will also be held electronically.

By signing this form, you are giving consent to Groundwork NI to use this data in the way described above.

**Name** (capitals):

**Signed: Date:**

Please ensure that you have read and checked this statement thoroughly prior to submission ensuring that you have followed the instructions carefully.

|  |  |  |
| --- | --- | --- |
| **Referees** |  | A picture containing icon  Description automatically generated |

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer.

Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

Referees will only be contacted for successful candidates.

|  |  |
| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Organisation: | Organisation: |
| Address:  | Address:  |
| Mobile Tel No: | Mobile Tel No: |
| Email address:  | Email address: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |  |
| --- | --- |
| **Self-Disclosure Form** | A picture containing icon  Description automatically generated |

#### Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Please read the following information carefully and then answer the questions.

**Commitment to Fair Selection**

Groundwork NI complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997 (and such equivalents as applicable in Northern Ireland), for the purposes of assessing applicant’s suitability for employment purposes, voluntary positions, licensing and other relevant purposes.

We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a disclosure on the basis of conviction or other information revealed.

#### Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

Your duties in relation to this post may mean that you will have access to children and adults at risk, therefore, you must disclose ALL criminal convictions including those you may regard as spent. In addition, you must disclose any information relating to outstanding charges.

Have you ever been convicted of a criminal offence, YesNo

spent or not as defined in the above Act?

Or are there any charges outstanding? YesNo

If you have answered yes, please provide details below of date(s), offence(s) and sentence(s) passed:

|  |
| --- |
|  |

**Please provide any other information you feel may be relevant to your application.**

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

|  |
| --- |
|  |

Please also confirm that you are not listed on either of the following lists.

I confirm that I am not listed on the children’s’ barred list.

I confirm that I am not listed on the adults’ barred list.

#### Notice to Applicants

Please return this form with your application. The information disclosed on this form will not be kept with your application during the application process. After the interview stage the selection panel will open the envelope of the candidate who received the highest score, and separate arrangements will be made to discuss any criminal convictions.

I can confirm that to the best of my knowledge, the information given on this form is true and complete.

**Name** (capitals):

**Signed: Date:**

**Warning: Failure to provide correct information may affect your application.**

We do not wish to exclude ex-offenders; however, we must ensure that the offence(s) that led to conviction(s) is/are not manifestly incompatible with the post in question.