

JOB APPLICANT PRIVACY NOTICE

As part of our recruitment process, South Ulster Housing Association (SUHA) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use the data and meeting our data protection obligations.

The address and contact details of the data controller are set out at the end of this privacy notice.

What information do we collect?

SUHA collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- equal opportunity information;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK

SUHA may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, equal opportunity forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data may be stored in a range of different places, including on your application record, in HR management files and on other IT systems (including email).

Why does SUHA process personal data?

SUHA 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 to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

SUHA may process special categories of data, such as information about religious background, or other details, to meet legal obligations and to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

In some cases, we need to process data to ensure that we are complying with other legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Who has access to your data?

Your information may be shared internally and with third-party processors which provide professional services for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with any other third parties. However, if your application for employment is successful and we make you an offer of employment, we will then contact your nominated referees to obtain references for you and your former employment.

How does SUHA protect your data?

We take the security of your data seriously. We have technical measures and internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does SUHA keep data?

If your application for employment is unsuccessful, SUHA will hold your data on file for up to 1 year after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. This is as per Institute of Personnel & Development guidelines.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new staff privacy notice.

Your Rights

As an Applicant, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request that SUHA changes incorrect or incomplete data;
- request that SUHA deletes or stops processing your data;
- object to the processing of your data where SUHA is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact info@southulsterhousing.org

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner (ico.org.uk).

Address and contact details of the data controller

South Ulster Housing Association

18-22 Carlton Street

Portadown

BT62 3EN

Telephone – 028 3833 9795