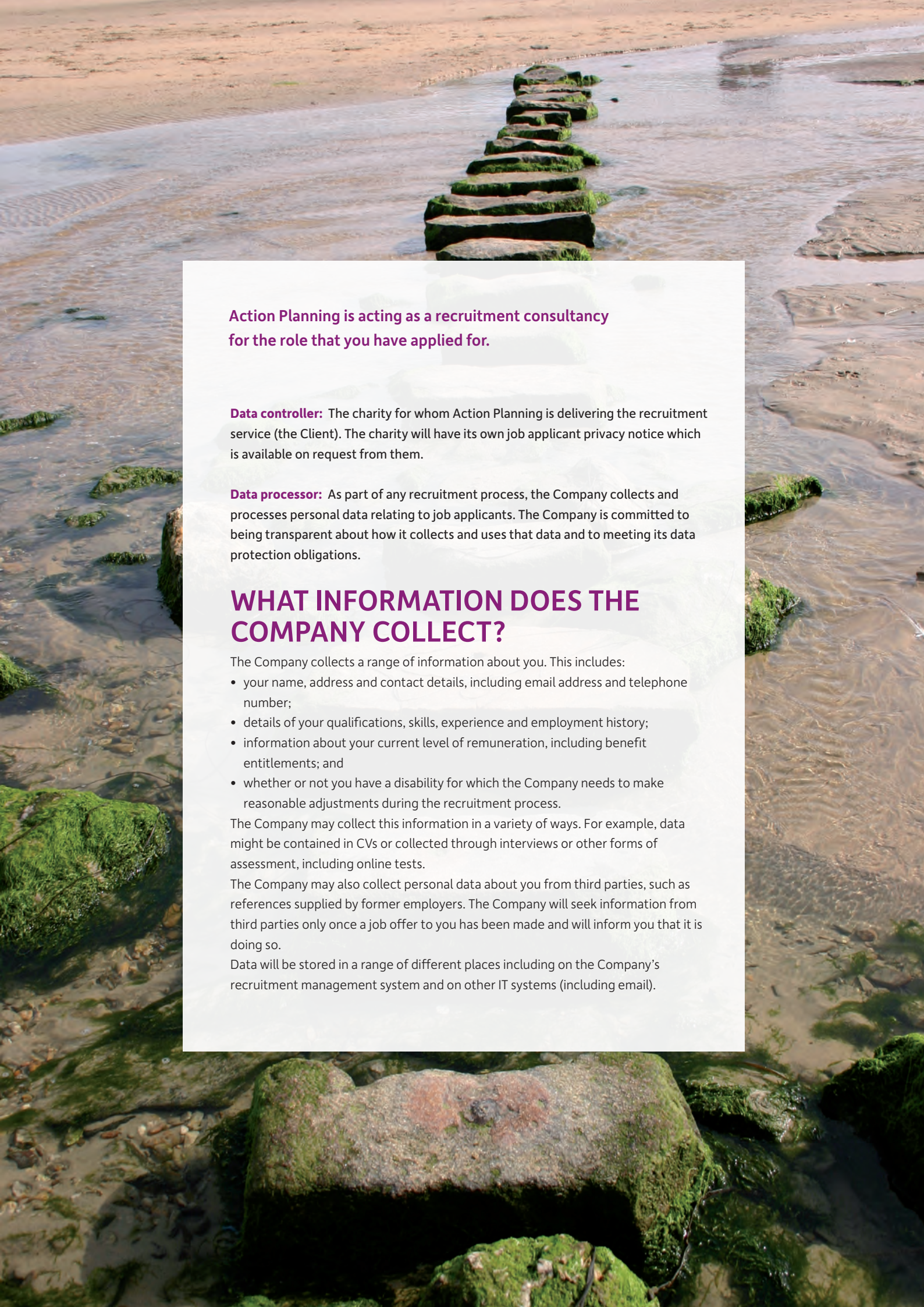




JOB APPLICANT PRIVACY NOTICE

JANUARY 2024





Action Planning is acting as a recruitment consultancy for the role that you have applied for.

Data controller: The charity for whom Action Planning is delivering the recruitment service (the Client). The charity will have its own job applicant privacy notice which is available on request from them.

Data processor: As part of any recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES THE COMPANY COLLECT?

The Company 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; and
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.

The Company may collect this information in a variety of ways. For example, data might be contained in CVs or collected through interviews or other forms of assessment, including online tests.

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

Data will be stored in a range of different places including on the Company's recruitment management system and on other IT systems (including email).

WHY DOES THE COMPANY PROCESS PERSONAL DATA?

The Company 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 the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and make recommendations as to who to recommend for interview to the Client. The Company may also need to process data from job applicants to respond to and defend against legal claims.

WHO HAS ACCESS TO DATA?

Your information may be shared internally 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 role.

The Company will not share your data with third parties, unless your application for employment is successful and the Client makes you an offer of employment. The Company may then share your data with former employers to obtain references for you on behalf of the Client.

The Company will not transfer your data outside the European Economic Area.

AUTOMATED DECISION-MAKING

The Company does not use automated decision-making in its recruitment processes.

HOW DOES THE COMPANY PROTECT DATA?

The Company takes the security of your data seriously. It has 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.

FOR HOW LONG DOES THE COMPANY KEEP YOUR PERSONAL DATA?

If your application for employment is unsuccessful, the Company will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be sent to the Client.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.


If you would like to exercise any of these rights, please contact Tracy Madgwick, Lead Consultant for recruitment at tracy.madgwick@actionplanning.co.uk.

If you believe that the Company has not complied with your data protection rights, you should speak to Tracy Madgwick. If they are unable to resolve your complaint to your satisfaction, you can also contact the Information Commissioner's office.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.





Any questions about this Job Applicant Privacy Notice
should be directed to:

Tracy Madgwick, Associate Community Coordinator
Tracy.madgwick@actionplanning.co.uk
07899 665506

Last updated and reviewed: January 2024