

# Applicant Privacy Notice

## Data Controller

The Universities and Colleges Christian Fellowship (UCCF)

Registered charity number: 306137

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## Introduction

As part of any recruitment process, UCCF collects and processes personal data relating to job and volunteer applicants. UCCF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does UCCF collect?

UCCF collects a range of information about applicants. This will include all, or some, of the following:

- Name, address and contact details, including email address and telephone number;
- Details of qualifications, skills, experience and employment history;
- Information about current level of remuneration;
- Whether the applicant has a disability for which UCCF needs to make reasonable adjustments during the recruitment process;
- Information about entitlement to work in the UK;
- Equal opportunities monitoring information, including information about the applicant's ethnic group, health and religion or belief;
- Whether the applicant has any unspent criminal convictions.

UCCF collects this information in a variety of ways. For example, data might be contained in application forms and CVs; obtained from an applicant's passport, or other identity documents, and from email correspondence prior to interview; or collected through interviews and other forms of assessment, such as selection tests and presentations.

UCCF may also collect personal data about an applicant from third parties, such as references from authorised referees, and information from criminal records checks. UCCF will always inform applicants before collecting this personal data from third parties.

Data will be stored in a range of different places, including the candidate's application record, in Human Resource (HR) management systems, and on other IT systems (including email).

## Why does UCCF process personal data?

UCCF needs to process data to take steps, at the applicant's request, prior to entering into an employment contract/volunteer agreement with them. It may also need to process the applicant's data to enter into a contract/agreement with them.

In some cases, UCCF needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful job applicant's eligibility to work in the UK before employment starts.

UCCF has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants allows UCCF to manage the recruitment process, assess and confirm a candidate's suitability for employment/volunteer work, and decide to whom to offer employment/volunteer work. UCCF may also need to process data from job applicants to respond to and defend against legal claims.

Where UCCF relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of the data subject and has concluded that they are not.

UCCF processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability, ensuring all candidates have a fair opportunity to show

their abilities in the selection process. This is to carry out its obligations and exercise specific rights in relation to employment.

UCCF also processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religious belief, as part of its commitment to provide equal opportunities in employment and to avoid unlawful discrimination in employment. Data that UCCF uses for these purposes is collected with the express consent of individuals, which can be withdrawn at any time. Individuals are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for an individual's application if they choose not to provide such information.

For some roles, UCCF is obliged to seek information about an applicant's criminal convictions and offences. Where UCCF seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If a candidate's application is unsuccessful, UCCF will keep their personal data on file in case there are future employment or volunteer opportunities for which the applicant may be suited.

### **Who has access to personal data?**

An applicant's information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department; the Team Leader of the department carrying the vacancy/volunteer opportunity; the interviewers involved in the recruitment process; and the IT Manager, where selection tests involving Microsoft and Outlook applications are required.

UCCF will not share an applicant's data with third parties, unless their application is shortlisted for interview. At this point, UCCF will share an applicant's data (name only) with their authorised referees to obtain references as part of the recruitment and selection process. Where an applicant is offered employment/volunteer work with UCCF, their data may also then be shared with the Disclosure and Barring Service to obtain necessary criminal records checks (should this be required for the role) and/or UK Visas and Immigration (job applicants only) should the applicant require a certificate of sponsorship for a visa application.

UCCF will not transfer an applicant's data outside the European Economic Area.

### **How does UCCF protect personal data?**

UCCF takes the security of applicants' data very seriously. It has internal policies and controls in place to ensure that applicant data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by UCCF employees in the performance of their duties. Such policies and controls include the restricted access to applicant data on UCCF's server by authorised personnel, the password protection of documents when sharing applicant data with authorised personnel, and the internal security of the HR office within UCCF's headquarters.

### **For how long does UCCF keep personal data?**

If a candidate's application for employment/volunteer work is unsuccessful, UCCF will hold their personal data on file for two years after the end of the relevant recruitment process, unless legislative authority requires otherwise. This allows UCCF to consider the applicant for future employment or volunteer opportunities. At the end of this period, their data is deleted or destroyed.

If a candidate's application for employment/volunteer work is successful, personal data gathered during the recruitment process will be transferred to their personnel file and retained for the duration of their employment/volunteer agreement with UCCF. The periods for which their data will be held will be provided in a new privacy notice and outlined in UCCF's *HR Retention Schedule*.

### **The applicant's rights**

As a data subject, an applicant has a number of rights. They can:

- Be informed as to what data UCCF holds about them, and how it is used;
- Access and obtain a copy of their data on request;
- Require UCCF to change incorrect or incomplete data;
- Require UCCF to delete or stop processing their data, for example where the data is no longer necessary for the purposes of processing;

- Object to the processing of their data where UCCF is relying on its legitimate interests as the legal ground for processing;
- Ask UCCF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not their interests override UCCF's legitimate grounds for processing data;
- Request their personal data in a format that can be easily transmitted to another data handler;
- Request confirmation that UCCF is not using automated decision making based on their data.

If an applicant would like to exercise any of these rights, they should contact UCCF's Data Protection Officer, [dataprotection@uccf.org.uk](mailto:dataprotection@uccf.org.uk), and the Head of Human Resources, [hr@uccf.org.uk](mailto:hr@uccf.org.uk).

If an applicant believes that UCCF has not complied with their data protection rights, they can complain to the Information Commissioner. For more information, visit [www.ico.org.uk](http://www.ico.org.uk).

### **What if an individual does not provide personal data?**

Individuals are under no statutory or contractual obligation to provide data to UCCF during the recruitment process. However, if an individual does not provide the necessary information, UCCF may not be able to process an individual's application properly, or at all.

If an individual's application is successful for a job at UCCF, it will be a condition of any job offer that they provide evidence of their right to work in the UK and satisfactory references.

### **Automated decision-making**

Recruitment processes are not based on any automated decision-making.