



Job Applicant Privacy Notice

Woody's Lodge is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect, hold and process on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details

Woody's Lodge is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are:

Woody's Lodge
Amelia Trust Farm
5 Mile Lane
Barry
CF62 3AS

Tel: 01446 781792
Email: support@woodyslodge.org

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be lost or destroyed or used for anything that you are not aware of or have consented to (as appropriate)

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers, gender, marital status
- your photograph
- whether or not you have a disability



- information included on your application form including references, education history and employment history
- documentation relating to your right to work in the UK
- data / documentation relating to your status as a driver or non-driver

How we collect your data

We collect data about you in a variety of ways including the information you would normally include in an Application Form, CV or a job application cover letter, or notes made by our recruiting officers during interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when obtaining references, credit reference agencies and information from criminal records checks permitted by law.

Personal data is kept in personnel files or within Woody's Lodge Admin and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only. All of the processing carried out by us is because we need to manage your employment contract, comply with our legal obligations and / or because we have your consent.

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than to provide you with feedback on your application if you request it. We will retain your application for six months (should you wish to request feedback), after which it will be destroyed. Should you wish to be considered for other posts within this time, please let us know.

Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and genetic and biometric data.



We must process special categories of data in accordance with more stringent guidelines.

Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

If you choose to complete the Equal Opportunities Monitoring form at the end of your application, you may provide us with data on your ethnicity, religious beliefs, sexual orientation or whether you have a disability. We separate this information from your application (meaning you are not able to be identified from it) and use it for monitoring purposes only, after which we destroy it. There will be no consequences if you choose not to complete this form.

Woody's Lodge want to ensure the recruitment process is as accessible as possible to all applicants. We may therefore process data relating to your health or disability if you contact us to advise us you require reasonable adjustments. If you are successful, we will later process data on your health to ensure you are fit to carry out the role and make reasonable adjustments where we can.

We do not need your consent if we use special categories of data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reason for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data in the following ways:

- To ensure no convictions or cautions have been issues which could have an impact on your ongoing employment with Woody's Lodge

If you do not provide your data to us



One of the reasons for processing your data is to allow us to carry out our duties to ensure an effective recruitment process. If you do not provide us with the data to do this, we will be unable to perform those duties e.g. ensuring we are taking up appropriate preemployment checks for safeguarding purposes, and we may not be able to process, or continue with (as appropriate), your application.

Sharing your data

Your data will be shared with colleagues within the organisation, for example Admin & Payroll, and Training, where it is necessary for them to undertake their duties with regard to recruitment and onboarding for the administration of your contract of employment.

We do not share your data with bodies outside of the European Economic Area or GDPR approved countries. If you have provided referees who are not based within the GDPR approved countries, we will be unable to contact them.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. A full list of related policies are available on request from the main Woody's Lodge office.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful we will keep your data for twelve months once the recruitment exercise ends, for the purposes of responding to feedback requests from applicants and dealing with any legal queries relating to your application. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

We have a separate privacy notice for employees, which will be provided to you.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:



- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate, legal or contractual reason for doing so.

If you wish to exercise any of the rights explained above, please contact:

Administration Office
Woody's Lodge
Amelia Trust Farm
5 Mile Lane
Barry
CF62 3AS

Tel: 01446 781792

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.



Their web site is at www.ico.gov.uk The Information Commissioner will not normally consider an appeal until you have exhausted your rights of redress and complaint to Woody's Lodge.

Declaration:

- I confirm that I have read and understood the information contained in the Candidate Privacy Notice.
- I confirm that I consent to the use of my personal information as outlined in the Candidate Privacy Notice.

Name (capitals): _____

Signature: _____

Date: _____