



Job Applicant Privacy Notice

Before you submit your application to be considered for any role with Acorn Fostering Services Ltd, you must read the privacy notice below

As part of any recruitment process, Acorn Fostering Services Ltd (AFS) collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Acorn Fostering Services Ltd (AFS) processes personal data and sensitive personal data (as described in the Data Protection Act 1998 (DPA), and the General Data Protection Regulation (GDPR), to support the recruitment process for its vacancies. Personal data is data that relates to an identifiable living person ('data subject').

What information do we collect?

AFS 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;
- 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.
- Information about your driving status
- Information about any criminal convictions that you may have

AFS may collect this information in a variety of ways. For example, data might be contained in Application forms, CVs or resumes, 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, other referees, information from your GP or occupational health. Except references which are normally requested prior to interview in line with our Safer Recruitment Policy, 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.

Special Categories of personal data we may collect and process include:

- Race or ethnicity
- Physical or mental health
- Sexual orientation and sexual life

We as the employing organisation may be required to do this by employment law relating to access your capacity to work, to monitor that equality law is being met through the recruitment process and to comply with any safeguarding laws relating to the role you are applying for.

It is your responsibility to obtain consent from referees before providing their personal information to us.

Submission of application information does not establish any obligation not listed in this Privacy Notice.

How will we use your data?

The application information you submit is used for the following purposes:

- To assess your skills, qualifications and interests against our career opportunities;
- To verify your information and conduct reference checks;
- To conduct right to work checks, identity check
- To conduct security and background checks such as DBS (where applicable), fitness check if you are offered a job;
- To communicate with you and inform you the progress of your application;
- To create and submit reports as required by the agency, the law or regulation;
- To improve our recruitment process; and
- Legal defence as necessary.

If you accept employment or any type of contract with AFS, the information collected will become part of your employment record and will be used for employment purposes. This information will be processed by us and stored in line with our data retention policy.

What is the basis for processing the information?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

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

AFS 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.

AFS may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, 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.

What if you do not provide personal data?

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

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR, administrator for the post, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The only exception to this will be your referees who we may contact prior to your interview taking place in line with our Safer Recruitment Policy.

It is our policy to monitor recruitment procedures to ensure that they are fair and free from any bias. Sensitive personal data that is volunteered on our equal opportunities monitoring form will be kept strictly confidentially by Human Resources, and used for equality monitoring purposes and to allow us to fulfil our legal obligations only i.e. where a job is offered to a candidate who has declared a disability. The organisation will be under legal obligation under the Equalities Act to make reasonable adjustment for the candidate. In such cases any necessary information will be shared with the relevant managers. Where further information is sought from the third party regarding the candidate's suitability for the role, prior consent will be taken from the candidate and information received will be shared with them if required by the law.

Data access, correction or removal

Once you have provided us with your personal data, you will be able to change this information by contacting us on info@acornfostering.com or writing to the address below. If you would like to obtain a copy of your information or, if you have not been offered a job position and want to remove your information from our agency for any reason before the period of six months, you can do this by contacting us at the address below or notifying us at info@acornfostering.com

How long we will keep your data?

If your application for employment/independent worker is unsuccessful, the organisation will hold your data (job application form, interview notes, any references received, letter of invite to the interview) on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed if paper copies.

This is for two reasons: one to defend any legal claims and the other is to contact you to check if you would be interested in another similar position which may become available.

The other documents we collect as part of the recruitment process such as photo identity, proof of address, right to work check and any qualification/registration checks for unsuccessful candidates are destroyed within 48 after the end of the relevant recruitment process.

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 privacy notice.

How will we secure your data?

We take the security of your personal information very seriously and have appropriate physical, technical and administrative procedures in place to help protect your personal information from unauthorised access, use or disclosure as required by law.

We have 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 relevant officers in the proper performance of their duties

Changes to this Privacy Notice

This Privacy Notice may be adjusted from time to time. AFS reserves the right to modify or amend this Privacy Notice at any time. You must read this privacy notice before providing your personal and sensitive information.

Your Rights: Data access, correction or removal

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

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data; and
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

if you would like to exercise any of these rights, please contact us on info@acornfostering.com or write to us at the address: Human Resources, Acorn Fostering Services, 78-80 Burleys way, Leicester LE1 3BD.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office at
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Contacting Us

AFS controls and is responsible for your personal data. Please feel free to ask us questions concerning our Privacy Notice, request a copy of your personal data or to delete your personal data. You can do so by contacting us on the address below:

Human Resources
Acorn Fostering Services
78-80 Burleys Way
Leicester LE1 3BD
info@acornfostering.com

If you have any questions or concerns about the use of your personal information, please feel free to contact us and we will make every reasonable effort to address your concerns.

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