

# Happy Valley Residence (HVR) Staff Recruitment Privacy Notice



(How we use personal data in the process of recruitment)

**Data controller: Amelia Dowdye**

**Data protection officer: Amelia Dowdye**

## **Overview**

Happy Valley Residence is committed to protecting the privacy and security of your personal information.

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data, and to meeting our data protection obligations.

This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the General Data Protection Regulation (GDPR) and applies to all candidates.

This Privacy Notice is for information only; it is not a contractual agreement.

## **What information do we collect?**

We collect 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 you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

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

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

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

## **Why do we need to process personal data?**

We will only request data from you which is necessary for the purposes of recruitment for the role which you have applied, and employment. Processing data from job applicants allows us to manage the recruitment process, and assess and confirm a candidate's suitability for employment. Additional information will be requested from successful applicants, for the purposes of entering into a contract of employment.

We may also need to process data from job applicants to respond to and defend against any potential legal claims, should they arise during the course of recruitment or employment.

We need to process data to ensure that we comply with our legal obligations and duty of care to our candidates and employees. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. We would also request health information, if we need to make reasonable adjustments to the recruitment process for candidates, or if there are any medical concerns we need to be aware of which might impact your ability to perform in your role.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting [HR@Happyvalleyresidence.com](mailto:HR@Happyvalleyresidence.com).

We are obliged to seek information about criminal convictions and offences. We are required to carry out such checks in order to meet our commitment to safer recruitment and comply with a regulatory requirement to establish whether an individual has committed an unlawful act or been involved in dishonesty or other improper conduct. We are dedicated to ensuring protocols are followed to safeguard service users and employees.

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

Your information will only be shared internally with individuals who have a legitimate reason for accessing the data, for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy if access to the data is necessary for the performance of their roles. Your data will not be shared with colleagues who are not privy to the information and will be stored securely where it cannot be accessed by such individuals.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the UK, unless there is an explicit reason for doing so. Should the Company need to share your data overseas, it will be in contact with you to share the reasons why and request your consent.

### **How do we protect your data?**

We take the security of your data seriously. 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 selected employees in the proper performance of their duties. The employees who have access will only process your personal information on our instructions, and they are bound by a duty of confidentiality.

### **For how long do we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 12 months from the end of the relevant recruitment process. At the end of that period, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact a member of the HR team or the Data Protection Officer.

If you believe that we have not complied with your data protection rights, you can complain to the [Information Commissioner](#).

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide us with your personal data 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Provided that compliance is maintained in regard to the General Data Protection Regulation (EU) 2016/679, we reserve the right to amend and modify this privacy statement for any reason and at any time.