

Privacy Notice for Recruitment

The following privacy notice explains in further detail how Trent & Dove Housing Ltd, protects personal data gathered and processed for the purposes of recruitment. Our overarching Privacy Notice can be found on our website (<https://www.trentanddove.org/privacy-notice/>).

What this Privacy Notice covers, and who you can contact for more information:

This privacy notice covers how your personal data will be collected and processed for the purposes of registering an account, setting up candidate information and for making an application to apply for a vacancy with us.

Trent & Dove Housing are registered as Data Controllers with the Information Commissioner's Office (ICO) and are responsible for ensuring that the data you provide is kept secure, processed correctly and that you understand your rights in relation to the data you provide.

Our Data Protection Officer can be contacted at gdprequiries@trentanddove.org.

The recruitment software we use is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a **Data Processor** under the DPA 2018 (UK GDPR). They will only process your data in accordance with our instructions. Their address is : The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley LS21 3JP and their Data Protection Officer can be contacted at dpo@networxrecruitment.com

What information do we collect from you?

As part of registering your details and applying for a job we will collect the following information:

Creating an Account	Applying for a Vacancy
Name, address, email and contact telephone and/or mobile number	Name, address, email and contact telephone and/or mobile number
CV (where applicable)	CV (where applicable)
Answers to questions around your recruitment preferences	Answers to application questions
Any other information you wish to provide in support of building up your candidate account	Any other information you wish to provide in support of your application
	Equal opportunities monitoring information
	Health information if you require specific provisions to made.

Why do we collect this information (purpose)?

Most of the information we need is necessary in order for you to register and to apply for a vacancy advertised.

- We will use the information to process your application as part of our selection and shortlisting process, and to communicate with you regarding the progress of your application.
- If you have chosen to request alerts for when vacancies become available, then we will also use your contact email so that you can receive notifications on relevant jobs you are seeking.
- Additional arrangements where necessary if you require specific provisions for health reasons, for example, access requirements for interview.

Under data protection law we can only process information if we have a legal basis for doing so. The legal basis for the purposes of recruitment is contract and our compliance with legal obligations associated with employment.

When we ask for information which is about our equal opportunities monitoring, you can decide if you wish to provide this information. If you are happy to provide this information, it will be collected anonymously, and used for statistical analysis.

Who might we share your information with?

Your personal information will always be kept secure and confidential and we will not disclose personal data to third parties without your knowledge or consent if required. We have listed some examples and information regarding third party organisations. They would only process your data in line with the contract we have with them and our instructions. In particular:

- Your data will be shared with networkx as part of our contract with them to supply a system which we use for recruitment.
- if we arrange for a recruitment agency or networkx to process applications, shortlisting and interviews of a vacancy.
- if we are hiring a venue for interviews and assessments as part of the recruitment process for a particular vacancy, we would be required to provide 'visitor' information.

How long do we keep hold of your information?

Information Type	Retention Period
Application for a vacancy	13 months after the recruitment exercise has finished.
Candidate account	6 months if no activity.

All personal data is deleted once the retention period has expired. We do retain statistics regarding our recruitment activities however this information is anonymous.

How can I access the information you hold about me?

In order to access your information after you have registered you will be able to review your personal information, correct and update your personal profile. You will also be able to withdraw your details at any time. You can access your account by using your secure login.

If you have provided candidate information, you can also use the Download Data feature to generate an XML file of the current data we hold on you.

Your Rights

Access, updating details and withdrawing your information form part of your rights under data protection legislation. There are further rights all of which have been listed below, however some may not be relevant and will be dependent on the purpose of your contact with us. You can read more about your rights and how to exercise them in our [Data Subject Rights Procedure](#).

You have the following rights in relation to the way in which we deal with your personal data:

- **the right to be informed** about how we are using your data
- **the right to rectification** if information is inaccurate or out of date
- **the right to access** the information we hold about you. This is known as a Subject Access Request.
- **the right of erasure** – you have a right to have your data to be erased from our systems
- **the right to object or restrict** processing of your data
- **the right of data portability** - to obtain and reuse your personal data
- **the right to withdraw your consent** – if we have directly asked for your consent you have a right to withdraw it.

If you are not satisfied by our actions, you can seek recourse by raising a complaint. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (<https://ico.org.uk/>) or seek recourse through the courts.

Protecting your Information

We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants from loss, misuse, alteration or destruction.

Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this sensitive data.

Changes to our Privacy Policy

This Privacy Notice will be regularly reviewed and updated to reflect changes either to the way in which we operate or use personal data or changes to data protection legislation.