Applicant Privacy Notice

Mayflower is committed to protecting the privacy and security of your personal information.

As part of the recruitment process, we collect and process personal data relating to job applicants and volunteers. When you register your interest in a role, you consent to us collecting and storing your personal information.

This privacy notice describes how we collect and use personal information about you. It provides you with certain information that must be provided under the UK General Data Protection Regulation (GDPR) and Data protection Act (DPA).

Purpose and lawful basis for processing

Our purpose for processing this information is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process.

The lawful basis we rely on for processing your personal data are that it is necessary:

- to perform a contract or to take steps at your request, before entering a contract.
- comply with our legal obligations
- for the purpose of our legitimate interests.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious, sexual orientation or ethnicity information are:

- obligations in employment and the safeguarding of your fundamental rights
- necessary for reasons of substantial public interest.

The additional DPA processing conditions we rely on relate to processing for employment purposes and statutory etc and government purposes.

We process information about applicant criminal convictions and offences. The lawful basis we rely to process this data are Article 6(1)(e) for the performance of our services.

What will we do with the information you give us?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We'll use the contact details you give us to contact you to progress your application. We may also contact you to request your feedback about our recruitment process.

We will not share any of the information you provide with any third parties for marketing purposes.

What information do we ask for?

We ask for a range of information during the recruitment process, including:

- your name, address and contact details including email address and telephone number;
- your employment application and curriculum vitae including details of your career and references;
- details of your skills, education, training and qualifications;
- your National Insurance Number;

- whether or not you have a disability for which the Company needs to make reasonable adjustments;
- diversity data including ethnic origin, sexual orientation, religion or belief
- whether you have a driving licence;
- information about your current level of remuneration, including benefit entitlement;
- copies of passports, visas, and other documents required to ensure compliance with the Home Office requirements to check that you are legally entitled to work in the UK;
- information related to safety or safeguarding (for example DBS check information);

Mayflower receive your personal data when you apply directly for an advertised role, including (but not limited to) via our website, application form, email, Facebook or telephone and also when you respond to an advertisement placed on an online job board such as indeed.com (which have their own Privacy Policy). We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, 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 previous employers or someone who has known you in a professional capacity. We will seek information from third parties only once a job offer to you has been made. Data will be stored in a range of different places, including on your application record, in HR systems and on other IT systems, including email.

In order to support you at Mayflower, you may be required to complete an occupational Health Referral Form

You are under no statutory or contractual obligation to provide data to Mayflower 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.

We will use any feedback you provide about our recruitment process to develop and improve our future recruitment campaigns.

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary

Why do we process personal data?

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 legal obligations. For example, it is mandatory to check a successful applicant's legal entitlement to work in the UK before employment starts.

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

Mayflower are an equal opportunities employer, as such we record special categories of data in regards to disability, ethnic origin, sexual orientation, religion or belief. We collate and report on anonymised diversity data in order to monitor our inclusive recruitment. This

anonymised data may also be shared with Arts Council England or other funding bodies as part of our reporting requirements as a charitable organisation.

We collect and use information about whether or not an applicant is disabled in order to make reasonable adjustments to assist in the recruitment and employment process. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If there are no current vacancies or your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. Applications will be held on file for a period of up to 6 months and then securely deleted. If any applicant no longer wishes to be retained on file they may email to request deletion recruitment@mayflower.org.uk.

Who has access to data

Your information may be shared internally for the purposes of the recruitment exercise. This includes the interviewers involved in the recruitment process, HR, managers in the business, the Board of Trustees.

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, the governments Disclosure and Barring Service (DBS).

How data is protected

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 our employees in the proper performance of their duties.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal 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 an Employee Privacy Notice within our Staff Handbook.