PRIVACY NOTICE JOB APPLICANTS

As part of any recruitment process, Paisley Diocese (DoP) collects and processes 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.

What information do we collect?

Initial application

We collect a range of information about you. This includes, but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, training, experience, professional memberships and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- If applicable to the role you are applying for - whether or not you have a criminal record, have been the subject of a child protection investigation, or worked outside the UK in the previous five years;
- information about your entitlement to work in the UK, including your National Insurance Number
- your comments relating to your suitability for the role and your personal interests.

We also ask you to provide the contact details of three referees whom we will contact after interview to obtain references for you. We assume that you have obtained their consent to give their details to us.

We collect this information by asking you to complete and submit an application form.

Shortlisted candidates

If you are shortlisted for interview, we will ask you to bring your passport or other identity documents providing proof of your entitlement to work in the UK, you will be provided with a list of suitable documents. We will take a copy of these documents to keep on your application record. Further personal data will be collected through interviews or other forms of assessment.

Successful candidates

We will seek information from third parties if you are invited to interview, you may hold your consent on current employer until a job offer to you has been made. Application data will be stored in a range of different places, including in your personnel file both paper and electronic, in HR management systems and on other IT systems (including email).

Why does Paisley Diocese process personal data?

We need to process data to take steps at your request prior to entering into an employment 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 our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts and, for some roles at the DoP it will be necessary for DBS checks on candidates who are offered employment. The DoP 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.

We will collect information about whether or not applicants are disabled so that we can make reasonable adjustments for candidates who have a disability. We process such information to carry out our legal obligations and exercise specific rights in relation to employment.

Who has access to your personal data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the area with a vacancy.

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 certain third parties in order to comply with our legal obligations, for example HMRC for pay and tax.

How does Paisley Diocese protect 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 those employees who require access to it in the proper performance of their duties.

For how long does Paisley Diocese Keep data?

If your application is unsuccessful, your personal data will be kept for 12 months after the end of the relevant recruitment stage, after which it will be automatically destroyed. You are free to ask us to delete your data at any time.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel File (electronic and paper) and retained during your employment with the DoP. The periods for which your data will be held, together with further information about how the DoP collects and uses your personal information, will be provided to you in a staff 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; and

If you would like to exercise any of these rights, or have any questions about this policy or the information we hold about you, please contact our Data Protection Officer, email address GDPR@rcdop.org.uk

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

What if you do not want to provide personal data?

You are under no obligation to provide personal data to the DoP 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.