**Walthamstow and Chingford**

**Almshouse Charity**

Charity Registration Number 1116355

Trustee Company: Walthamstow and Chingford Almshouse Trustee Company 6374226

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| **MONOUX HALL**  **CHURCH END**  **LONDON**  **E17 9RL** |

**TELEPHONE: 020 8520 0295**

**EMAIL**: [**admin@wcac.org.uk**](mailto:admin@wcac.org.uk)

**PRIVACY NOTICE - JOB APPLICANTS**

This privacy notice describes how we collect and use personal information about you in accordance with the UK Data Protection legislation, including the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) and [The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019](https://www.legislation.gov.uk/uksi/2019/419/contents/made) (UK GDPR).

WCAC is a ‘controller’. This means that we are responsible for deciding how we hold and use personal information about you. This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

In connection with your application for work with us, we will process (collect, store, and use) the following categories of personal information about you.

When you make an application, we may ask for:

* full contact details, including address, and mobile phone number
* eligibility – right to work in the UK
* employment history
* qualifications, licences, and professional memberships
* CV and personal statement
* Disability and reasonable adjustment requirements
* Details of unspent convictions

When you are invited to an interview, we may ask you to provide:

* evidence of your identity and right to work in the UK - such as your passport, utility bills or other documentation

When you undergo pre-employment checks we may ask for:

* contact details for your referees
* National Insurance number
* date of birth
* passport details
* driving licence details
* previous names you have been known by
* workplace discipline information
* criminal history

**How is your personal information collected?**

**Information you give us.**

You give us information about yourself, your work experience and other relevant experience, your education, your qualifications, your circumstances and your references:

* during the recruitment process
* by completing application forms and any background check forms
* by supplying your CV
* by communicating with us via email, letter, phones and smartphones

**Information we collect about you.**

We may collect information about you, for example:

* from the DBS
* from Companies House, if you have been a director of limited companies
* from membership bodies

**Why we need your data and how we use it.**

We will typically collect and use this information:

* to manage the recruitment process
* to assess your suitability for a role
* to undertake pre-employment checking

**Legal basis of processing**

The legal basis for processing your personal data is:

* contractual: it is necessary for the performance of a contract to which you are a party - an employment contract. This relates to information that we need to recruit and employ you
* contractual: it is necessary to take steps at your request prior to entering into a contract for employment. This relates to information that we collect as part of the application and selection process
* consent: if we rely on your consent to process your personal information for the purposes of recruitment, you have the right to withdraw your consent for processing for that purpose at any time by contacting the Charity at admin@wcac.org.uk
* legitimate interests: where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation

If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

**Special category personal data**

Special category personal data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership.

It also includes data concerning health or data concerning a natural person’s sexual orientation.

The legal basis for processing your special category personal data is:

it is necessary for:

* + the purposes of performing or exercising our obligations or rights as the controller
  + your obligations or rights as the data subject, under employment law, social security law or the law relating to social protection
  + our requirement under the Equality Act 2010 to make appropriate reasonable adjustments for candidates with a disability
* you have given us your explicit consent

You have the right to withdraw your consent at any time. To withdraw your consent, contact the Charity at [admin@wcac.org.uk](mailto:admin@wcac.org.uk) . Once we have received notification that you have withdrawn your consent, we will no longer process your application.

The processing by us of personal data relating to criminal convictions and offences is authorised because it meets the following condition:

* it is necessary for reasons of substantial public interest. This is ensuring that individuals with access to official information and assets will meet the required standards of propriety

**How we may share your information**

We will only share your personal information with third parties for the purposes of processing your application.

Once you have made an application, your information may be shared with:

* approved staff members, charity directors, and resident interview panel members
* our HR advisers
* the third party recruitment agency involved in the application process.

**How long we keep your data**

Your personal data will be kept by us for the following duration:

Application records and associated files (including CVs, letters, emails, comment and feedback) will be deleted 1 year after the completion of the recruitment process, when an employment offer is made and accepted.