WARRINGTON HOUSING ASSOCIATION
PRIVACY NOTICE (RECRUITMENT)

Warrington Housing Association ('WHA') provides a broad range of affordable homes and services across the Borough and is registered with the Information Commissioner's Office as a Data Controller under the General Data Protection Regulations 2018.

WHAT IS THE PURPOSE OF THIS DOCUMENT?

WHA is committed to protecting the privacy and security of your personal information. This Privacy Notice describes how we collect, use and share personal information about you during the recruitment and selection process.

WHAT INFORMATION DO WE COLLECT?

WHA collects 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, which may include benefit entitlements;
- Where or not you have a disability for which the Association needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

WHA may collect this information in a variety of ways, for example, data might be contained in Application Forms, CV's or Resumes, obtained from your Passport or other identity documents, or collected in the form of notes or interviews or other forms of assessment.

WHA may also collect personal data about you from third parties, such as references supplied by former employers. WHA will seek information from third parties only once a job offer to you have been made and will inform you that we are doing so.

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 DOES WHA PROCESS PERSONAL DATA?

WHA needs to process data prior to entering into a contract with you. WHA 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 successful applicant's eligibility to work in the UK before employment starts.

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

WHA may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. WHA process such information to carry out our obligations and exercise specific rights in relation to employment.

WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Business Support Team, interviewers involved in the recruitment process and Directors / Managers in the Association.

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 background checks and HMRC for payroll purposes.

HOW DOES WHA PROTECT DATA?

WHA take the security of your data seriously. WHA 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.

HOW LONG DOES WHA KEEP DATA?

If your application for employment is unsuccessful, prior to interview stage, WHA will hold your data on file for a period of 6 months after the end of the relevant recruitment process. If your application for employment is unsuccessful, after an interview, WHA will hold your data on file for a period of 12 months after the end of the relevant recruitment process. WHA will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time. After this time your data is deleted or destroyed.

If your application for employment is successful, personal data gathering 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 in line with statutory requirements.

Personal record for staff are retained in line with The Document Retention Policy.

TRANSFERRING PERSONAL INFORMATION OUTSIDE THE EUROPEAN ECONOMIC AREA

WHA will not transfer your personal information to countries outside the European Economic Area.

AUTOMATED DECISION MAKING

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

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 the Association to change incorrect or incomplete data;
- Require the Association to delete or stop processing your data; and
- Object to the processing of your data where WHA is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Data Protection Officer Kirsty Capper at: kirstyc@wha.org.uk

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to WHA during the recruitment process. However, if you do not provide the information, WHA may not be able to process your application properly, or at all.

CHANGES TO THIS PRIVACY NOTICE

WHA reserves the right to update or amend this Privacy Notice at any time. The latest full version is available from our website. We will review the Privacy Notice every three years or as and when required.

THE RIGHT TO COMPLAIN

We welcome any queries you may have regarding this Privacy Notice, or any information we may hold about you, Please contact us as:

Email: admin@wha.org.uk

Or you have the right to complain to the Information Commissioner's (ICO) Office.

They can be contacted by post:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By calling **0303 123 1113** or visiting www.ico.org.uk