

Active Tameside Recruitment Privacy Notice

Data Controller: Active Tameside

As part of any recruitment process, Active Tameside collects and processes 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 does Active Tameside collect?

We will collect 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 you for equality and diversity statistics
- Information about your current level of remuneration
- Whether or not you have a disability for which Active Tameside needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

Active Tameside may collect this information in a variety of ways. For example, data might be contained in application forms, 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 former employers, information from employment background check providers and information from criminal record checks. Active Tameside will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 Active Tameside process personal data?

Active Tameside needs to process your data prior to and when entering into a contract with you.

In some cases, Active Tameside needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Active Tameside 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. Active Tameside may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Active Tameside processes such information to carry

out its obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where Active Tameside seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will hold your personal information for six months after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment and in accordance with the privacy notice for employees, workers and contractors.

Who has access to data?

Your information is kept secure by members of the People Services Team. The interview selection panel will only see your data regarding details of your qualifications, skills, experience and employment history and current level of remuneration.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you, employment and background check providers to obtain necessary background checks and the Disclosure Barring Service to obtain necessary criminal record checks.

The Company will not transfer your data outside the European Economic Area.

How does Active Tameside protect data?

Active Tameside takes the security of your data seriously. It has 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 relevant people in the proper performance of their duties.

For how long does Active Tameside keep data?

If your application for employment is unsuccessful or you have been interviewed and have not been successful, Active Tameside will hold your data on file for six months. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new 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 Active Tameside to change incorrect or incomplete data
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact People Services on hr@activetameside.com

If you believe that Active Tameside has not complied with your data protection rights, you can complain to the Supervisory Authority:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk

0303 123 1113

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based on automated decision-making