



RECRUITMENT PRIVACY POLICY

Volition- Leeds are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being provided with a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, consultant or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

Our contact details are as follows:

- Office C24 Joseph's Well, Hanover Walk, Leeds LS3 1AB
- Email: hello@forumcentral.org.uk

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

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

- The information you have provided to us in your curriculum vitae (CV) and covering letter.
- The information you have provided during the application process (including postal or website/email applications, enquiries and through our online job portal), including name, title, address, telephone number, username/social media handle, personal email address, date of birth, gender, employment history, education and qualifications.
- Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records that you provide during the recruitment process.

- Information about criminal convictions and offences, once a conditional offer of employment has been made to you (if applicable to the role you have applied for).

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies who may introduce you to us, from which we collect the following categories of data: name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Your named referees, from whom we collect the following categories of data: name, dates of previous employment, previous job title, other information regarding your previous position with that referee that the referee may choose to supply.
- The Disclosure and Barring Service (or equivalent service) (for some roles), in respect of criminal convictions, once a conditional offer of employment has been made to you.
- Website or other social media profiles such as LinkedIn / Facebook.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to a particular role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment and/or carry out any other checks. For some roles, a disclosure and barring service check (or equivalent) will also be carried out once a conditional offer of employment has been made to you before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a background check or references for this role and you fail to provide us with relevant details, we will not be able to take your application/employment further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about criminal convictions (obtained through relevant checks) to assess your suitability for the role you have applied for (if applicable), once a conditional offer of employment has been made to you.

Information about criminal convictions

For some roles, we will collect information about your criminal convictions history once a conditional offer of employment has been made to you. For these roles, we are entitled to carry out criminal records checks in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role you have applied for.

We have in place appropriate safeguards which we are required by law to maintain when processing such data. In addition, it is our policy to securely destroy the results of the criminal records check as soon as possible once it has been received and reviewed, and to only retain the reference number for our records.

You will be informed during the recruitment process if a criminal records check (to ascertain information about any criminal convictions) will be required for the role you have applied for.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with third-party service providers for the purposes of processing your application. The following activities are carried out by third-party service providers: recruitment and interview assistance, IT services and the provision of disclosure and barring services or equivalent checking services (where applicable).

All our third-party service providers and other entities in our group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any relevant supervisory authority of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to a role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against

candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and/or applicable laws and regulations.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us at hello@forumcentral.org.uk.

Contacting us

If you have any questions about this privacy notice or how we handle your personal information, please contact us at the email address set out at the beginning of this policy. You have the right to make a complaint at any time to the relevant supervisory authority for data protection issues.