

Privacy Notice (Applicants)

Introduction:

ForHousing is committed to processing your personal data securely. This privacy notice sets out how we collect and process your personal data in accordance with current UK Data Protection legislation, including the Data Protection Act and the UK General Data Protection Regulation.

ForHousing is a 'data controller'. This means that we are responsible for deciding how your personal data will be processed.

We have a legal obligation to inform you of what personal data we hold. Including how we collect, use and share your personal data during the application process.

Please ensure that you read this privacy notice and any similar notices we may provide you with when we process your personal data.

Data protection officer:

- Trish Gorton, Director of Governance and Assurance 0161 605 7599
- Data.protection@forhousing.co.uk

What information do we collect?

As part of any recruitment process, ForHousing collects and processes personal data relating to job applicants. ForHousing has a legal obligation to ensure that this process is fair and transparent.

As part of the application process we may collect:

- 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, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your age, gender, disability, ethnic origin, marital status, sexual orientation, and religion or belief.
- Any other information you wish to provide in support of building up your candidate.

How do we collect this data?

The majority of the personal data we process will be provided directly from you, for example:

- Completion of application forms and the submission of a CV.
- Communications with use via email, letter or telephone.

We may engage the services of third parties for specific reasons, for example:

- References from former employers.
- Background and eligibility to work checks.
- Criminal Record and DBS checks.

Who might we share your data with?

Your personal data will be shared internally for the purposes of recruitment, this includes members of HR, interviewers, managers of the appropriate directorate and IT staff.

Your personal data will not be shared with third parties unless your application is successful, and you are given an offer of employment. ForHousing staff will then obtain references and complete any necessary eligibility checks.

Why do we collect your personal data?

To process your personal data, we must have a legal basis for doing so. The information you are providing us with is for the purpose of recruitment culminating in the formation of a contractual relationship. This includes information provided to us prior to entering a contract, such as the application and selection stages.

ForHousing processes health data if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, age, gender, or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting our Human Resources or Data Protection teams.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation 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.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

How is my personal data protected?

As a data controller, ForHousing is required to implement appropriate organisational and technical security measures to ensure your personal data is adequately protected. This means we have set up systems and processes that prevent unauthorised access or disclosure of your personal data. For example, we use varying levels of encryption and a 2-Factor Authentication sign on process.

Where we rely on third parties to process personal data, they are contractually obliged to process personal data securely.

How long is my personal data held?

If your application for employment is unsuccessful, ForHousing will hold your data for one year once the relevant recruitment process has been concluded.

ForHousing can keep your personal data for a further two years if you provide your consent. This can be withdrawn at any time, and the data will be securely disposed of.

If your application for employment is successful, then the personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your employment. At this point you will be provided with a new privacy notice as you will have joined the ForHousing team.

What are your rights?

Under the data protection legislation, you have the following rights with regards to your personal data:

- The right to be informed about the collection and the use of your personal data.
- The right to access personal data and supplementary information.
- The right to have inaccurate personal data rectified, or completed if it is incomplete.
- The right to erasure (to be forgotten) in certain circumstances.
- The right to restrict processing in certain circumstances.
- The right to data portability, which allows you to obtain and reuse your personal data for your own purposes across different services.
- The right to object to processing in certain circumstances.
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).

- The right to complain to the Information Commissioner.

If at any point you require clarification, seek to exercise your rights, or have a general query, do not hesitate to contact our Human Resources or Data Protection team.