



## Privacy Notice – Applicants for Employment

### 1. Introduction

The Diocese of St Edmundsbury and Ipswich have created this Privacy Notice to ensure that we meet legal and regulatory requirements in regard to the Personal Data we collect about you. This Privacy Notice explains what data we collect, why we collect it, who we share it with and how we protect it. We also detail how you can complain to us or the Supervisory Authority which is detailed in Appendix A of this Notice.

### 2. What personal information do we collect about you?

The information we collect about you is information you have provided to us upon application for employment, or other roles at the Diocese of St Edmundsbury and Ipswich, or any updates to this information you have provided since beginning training with the Diocese of St Edmundsbury and Ipswich. Information is stored for work purposes as detailed below;

- Name (retained for 3 years after application)
- Address, telephone number and email address (retained for 3 years after application)
- Driving license information (if applicable) (retained for 3 years after application)
- Date of birth & age (retained for 3 years after application)
- Work history and qualification(s) (retained for 3 years after application)

If an applicant is successful in their application and an offer of appointment is made, the personal data collected is then governed by the Privacy Notice for Employees, Volunteers and Workers.

### 3. How will the Diocese of St Edmundsbury and Ipswich use your information?

The Diocese of St Edmundsbury and Ipswich will use your personal information to ensure that we have full and up to date records for our candidates and their contact information. The information is used for application for employment only. It will be used for the following;

- To ensure up to date records are available for the processing of the application;
- To verify the right to work in the UK;
- To check suitability against role requirements;
- To maintain contact with our applicants during the selection and training process

We do not use automatic profiling or decision making when using your data.

### 4. Sharing your information

The Diocese of St Edmundsbury and Ipswich will not disclose your information to third parties other than where needed to meet contractual or legal obligations or to protect the vital interests of the data subjects we collect data about. We do not transfer this data outside of the European Economic Area (EEA). The information the Diocese of St Edmundsbury and Ipswich holds about you will only be used for the above purposes and will be retained in line with the requirements of our retention policy which is available to all. The Diocese of St Edmundsbury and Ipswich will disclose your information to the following third parties;

- Our own hiring personnel
- Assessors and Advisers
- To law enforcement agencies to prevent and detect criminal activity or for safeguarding purposes (if applicable) - this excludes private investigators. The Diocese of St Edmundsbury and Ipswich will not disclose Personal Data in this instance

## 5. How will the Diocese of St Edmundsbury and Ipswich protect your information?

The Diocese of St Edmundsbury and Ipswich use a range of security techniques to protect Personal Data, these are, but are not limited to:

- security policy;
- use of encryption techniques;
- control of mobile devices;
- employee, volunteer and worker security training program(s);
- robust and up to date anti - malware programs are utilised;
- secure data disposal;
- access control,
- network monitoring and management.

## 6. Your Rights

You have a number of rights in regard to your Personal Data, and the Diocese of St Edmundsbury and Ipswich observes and complies with these rights by ensuring that you can have access, upon request, to any of the data we hold about you. You have other rights regarding your Personal Data:

- You may object or restrict our handling of your data
- You may have your data delivered to you in a portable, readable and useable format
- You may have your data corrected or updated at any time if you believe the data we hold is incorrect
- You may have your data erased from our systems when we have no legal reason for retaining it

## 7. Appendix A

The contact information provided below is to enable candidates to exercise their rights regarding their own personal data. If you wish to exercise your rights as detailed above, please contact the email address given below and we will respond to you within 30 days.

### Relevant contact information:

Director of Communications - [communications@cofesuffolk.org](mailto:communications@cofesuffolk.org)

If you wish to make a complaint about the way the Diocese of St Edmundsbury and Ipswich handles your data, please contact the Information Commissioners Office (ICO) on the below contact details:

Wycliffe House, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate)

Or you can use the online service which allows you to make a complaint using the online form. You can report a breach, a concern or even just request more information. The ICO online can be found here: <https://ico.org.uk/global/contact-us/>

Version 1.0 (May 2019)

Last reviewed: Governance Committee (21 May 2019)

To be reviewed annually