

OUR DATA PROMISE

**The Newcastle Diocesan Board of Finance is committed to
protecting your privacy and data.**

**We will use the information we collect about you in accordance with
the UK General Data Protection Regulation 2018**

JOB APPLICANT DATA PRIVACY NOTICE

Data controller: Newcastle Diocesan Board of Finance,
Church House, St John's Terrace, North Shields NE29 6HS

Data Compliance Officer:
Shane Waddle, Diocesan Secretary
Telephone Number 0191 270 4100

As part of any recruitment process, the Newcastle Diocesan Board of Finance (“we”, “us”, or “our”) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting its data protection obligations. This notice explains what personal data we hold about you, how we collect it, and how we will use and may share information about you during the application process. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal data about you. We will comply with the data protection principles when gathering and using personal information.

What information do we collect?

We may collect the following information from you from enquiry stage and up to and including the shortlisting stage of the recruitment process:

- Your name, address and contact details, including e-mail address and telephone number;
- Details of your qualifications, skills, experience and employment history (including job titles, salary, benefit entitlements and working hours) and interests;
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- Information about your gender and sexual orientation, racial or ethnic origin, age, religious or similar beliefs and whether or not you have a disability for the purposes of equal opportunities monitoring;
- Information about whether you have a conviction under the Rehabilitation of Offenders Act 1974;
- Information about your criminal record, and
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals,

time and attendance, from references obtained about you from previous employers and/or education providers.

- Information regarding your academic and professional qualifications;
- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs);
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence; and
- Information about your entitlement to work in the United Kingdom.

We may collect this information from you, including from application forms, CVs or resumes, 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 and information from criminal records checks, your education provider, the Disclosure and Barring Service (DBS) and the Home Office. We 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.

How do we process your personal data?

We will typically collect the above information for the following purposes.

We will need to process your data to take steps to enter into and perform the employment contract with you.

In some cases, we need to process data to ensure we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have the following legitimate interests in processing your personal data during the recruitment process and for keeping records of the process, but only if these are not overridden by your interests, rights and freedoms:

- To carry out a fair recruitment process;
- To progress your application, arrange interviews and inform you of the outcome of all stages;
- To make an informed decision to shortlist for interview and (if relevant) to recruit;
- To maintain employment records and to comply with legal and corporate governance obligations and good employment practice;
- To verify the qualifications information provided by you;
- To verify the criminal records information provided by you; and

- To respond to and defend against legal claims.

We may process special categories of data, such as information about your racial or ethnic origin, gender, sexual orientation or religious or similar beliefs, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations, including undertaking equal opportunities monitoring, and to exercise specific rights in relation to employment. We do not share this information with any third party, including members of the recruitment panel. If we use your data for recording and Management Information (MI) purposes, it is anonymised before we use it.

For some roles, we are also obliged to seek information about criminal convictions and offences. Where we collect this information we do so because it is necessary for us to comply with our obligations and exercise specific rights in relation to employment.

We do not use your data for any purpose other than the recruitment exercise for the post for which you have applied.

Who has access to data?

Your information may be shared for the purposes of the recruitment process. This includes members of the Human Resources team, interviewers involved in the recruitment process, external parties who we engage for a specific recruitment and selection process, and IT contractors if access to the data is necessary for the performance of their responsibilities.

We will also share your data with former employers to obtain references for you and APCS/the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the United Kingdom.

Where your data may be held?

Your data will be stored at our offices and those of our third party service providers, representatives and agents as described above.

How do we protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed. We limit access to your personal data to those who have a genuine business need to know or use it.

Physical personal data is stored securely in locked filing cabinets or drawers. Data stored on our IT system is password protected and information is held on drives with restricted access.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

For how long do we keep your data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. 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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Human Resources Manager on 0191 270 4100 or e-mail info@newcastle.anglican.org.

If you believe we have not complied with your data protection rights, we hope that we can resolve any query or concern you have. If not, you can complain to the Information Commissioner.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us 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 solely on automated decision-making.