

Applicant and Candidate Privacy Notice

Carlisle Diocesan Board of Finance (CDBF) and Cumbria Christian Learning (CCL) are committed to respecting the privacy of their job applicants and we have a duty to protect the personal data of job applicants. Personal data is information that can identify a person, such as name, address, telephone number and email address.

Types of information we collect

This policy covers the information you share with us and/or which may be acquired during the application or recruitment process including:

- 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 ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation 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.

How we use information we collect

Your information will be used by CDBF for the purposes of carrying out its application and recruitment process which includes:

- Assessing your skills, qualifications and interests against our job opportunities;

- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a position;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential job opportunities;
- Making improvements to CDBF's application and/or recruitment process including improving diversity in recruitment practices;
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We will also use your information to protect the rights and property of CDBF and CCL, our affiliated organisations, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with CDBF or CCL, the information collected during the application and recruitment process will become part of your employment record.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, recruiting managers and interviewers involved in the recruitment process. The organisation will not share your data with third parties (although it may do so with our affiliated organisations) unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. It is your responsibility to obtain consent from referees before providing their personal information to CDBF or CCL.

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

How does the organisation protect data?

The organisation 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 our employees in the proper performance of their duties.

For how long does the organisation keep data ?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further six months for consideration for future employment opportunities. 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 the organisation to change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact humanresources@carlisle-diocese.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation 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.