

## Privacy Notice – Job Applicants

This document explains how Melton Vineyard collects and uses your personal data. This will include your rights relating to the information we collect about you, how we keep your personal information safe, the types of information we collect and use and the legal basis we rely on to use your information.

We are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker 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.

### **Data protection principles**

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

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

### **What is personal data?**

Personal data is any information about you, and from which you could be identified. We maintain information about you in paper and electronic form, which is kept in the church office and on the church Dropbox.

### **What information about you do we collect?**

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

<b>Category of Personal Data</b>	<b>Specific Personal Data</b>
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Basic personal information and contact details	Name, address, date of birth, nationality, gender, work restrictions and marital status, telephone number and email addresses.
Special categories of personal data (sensitive data)	(Where there is a clearly-identified Genuine Occupational Requirement or Organised Religion Occupational Requirement) Christian background and beliefs

Recruitment records	Application form/CV/covering letter, employment history, skills/qualifications, professional membership information, Interview notes, Interview assessment/test results, right to work signed identity documentation, Work permit details, employment references received, employment references sent
Recruitment records (special categories of data)	Medical form, medical condition/disability information, reasonable adjustment, criminal records/DBS data

### **How is your information collected?**

We will collect this information in a variety of ways. Data will be collected from you through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence and through interviews and assessments.

We will also collect this information from:

- Disclosure and Barring Service in respect of criminal convictions, where required.
- Your named referees, from whom we collect your employment history and, in the case of a personal reference, opinions about your suitability for the role

### **Why do we need to collect and use your personal information?**

Whilst at this stage no contractual agreement exists between us and you, you have asked us to process your personal data with a view to entering into a contract with us. There is therefore a contractual need and, in some cases a legitimate interest, in processing candidate's personal data during the recruitment process which is to assess and confirm a candidate's suitability for employment, decide to whom to offer a job and manage the recruitment process.

It may also be necessary to process data from job applicants to comply with legal or regulatory requirements. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

### **How do we use particularly sensitive personal information?**

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities). 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.

### **Information about Criminal Convictions**

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

### **Data Retention - How long will we use your 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. 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 Privacy Policy.

### **Your rights as a Data Subject**

As a data subject, you have a number of rights. You can:

1. access and obtain a copy of your data on request;
2. require us to change incorrect or incomplete data we hold about you;
3. require us to delete or stop processing your data where there is no good reason for us to continue to process it
4. object to the processing of your data where we are relying on a legitimate interest (or those of a third party) as the legal ground for processing; and
5. ask the organisation to stop processing data for a period if data is inaccurate or you want us to establish the reason for processing it.
6. Request the transfer of your personal information to another party.

If you would like to exercise any of these rights, please contact [name, contact email or address].] [You can make a subject access request by completing the organisation's form for making a subject access request.

### **Who will have access to your information?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes being shared with trustees, interviewers involved in the recruitment process and admin staff, if access to the data is necessary for the performance of their roles.

### **Who will we share your information with?**

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background

checks, the Disclosure and Barring Service to obtain necessary criminal records checks, where appropriate, and with our outsourced payroll provider.

All our third-party service providers and other entities in the 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 - How do we protect your data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Full details can be found in our Privacy Policy.

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

#### **What if you do not provide any personal data?**

You are under no statutory or contractual obligation to provide data to the company 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.

#### **Responsibility for Data Protection**

The Company has appointed Neal Swettenham as a Data Compliance Manager. Contact details can be found on our website, [meltonvineyard.org.uk](http://meltonvineyard.org.uk). If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

#### **Further Information**

If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Compliance Manager.