

## **Candidate Privacy Notice**

As part of any recruitment process, Parent Zone 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 our data protection obligations.

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

The Company collects a range of information about you. This includes:

- 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 Company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK: and
- For some roles we may either be legally required to carry out a criminal background check or may request your consent to do so.

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

The Company may also collect personal data about you from third parties, such as references supplied by former employers. The Company will seek information from third parties as part of a job offer 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).

### **Why do we process personal data?**

The Company needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants

allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

The Company may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Company processes such information to carry out its obligations and exercise specific rights in relation to employment.

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

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

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy. 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. The Company 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.

### **How do we protect data?**

The Company 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 do we keep data?**

If your application for employment is unsuccessful, the Company 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 the Company to change incorrect or incomplete data;
- require the Company 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 Company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our finance director - [finance@parentzone.org.uk](mailto:finance@parentzone.org.uk)

If you believe that the Company 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 Company during the recruitment processes. However, if you do not provide the information, the Company may not be able to process your application properly or at all.

## Criminal records data

For roles exempt from the Rehabilitation of Offenders Act, we will (where required to do so by law or as part of our professional obligations to third parties), carry out a standard or enhanced criminal record check, depending on the specific role. Applicants may be offered a role subject to a DBS check where the DBS check is a legal requirement or is necessary in order to safeguard the rights of third parties and where we consider that such processing is necessary for the performance of the proposed contract between us.

If a role is subject to a Standard or enhanced DBS check then this will be notified to you as a requirement of the recruitment process.

Some roles may be offered subject to you agreeing to provide a Basic DBS check and you will be notified in advance of any such requirement.

A requirement for a DBS check will only be imposed upon successful completion of other parts of the recruitment process and is part of the final stage of our recruitment process.

Please note that it is also our policy to also check all references necessary for the role being offered.

Information about criminal convictions collected in the course of the recruitment process will be deleted once verified through a DBS check unless, in exceptional circumstances, the information is clearly relevant to the ongoing employment relationship and there is a legitimate reason to retain it.