**Job Applicant Privacy Notice**

**Data Controller:** Aspire Housing & Personal Development Services Ltd (Aspire),

**Address:** Ladywell Business Centre,

94 Duke Street,

Glasgow,

G4 0UW

**Telephone** 0141 548 1552

**Email**  [recruitment@aspireinc.co.uk](mailto:recruitment@aspireinc.co.uk)

As part of any recruitment process, Aspire Housing & Personal Development Services Ltd (Aspire) collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does Aspire collect?**

* Aspire 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 organisation needs to make reasonable adjustments during the recruitment process;
* information about any criminal record
* 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.

Aspire collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of recruitment assessments.

Aspire will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. 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 the HR Management Systems and on other IT systems (including email).

**Why does Aspire process personal data?**

Aspire needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Aspire 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.

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

****

Where Aspire relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Aspire processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, Aspire is obliged to seek information about criminal convictions and offences. Where Aspire 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, Aspire will keep your personal data on file for a period of 6 months. On some occasions we may wish to keep your details on file for employment opportunities for which you may be suited. In this event Aspire 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 will 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 and administrative staff if access to the data is necessary for the performance of their roles.

Aspire will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Aspire will then share your data with former employers to obtain references for you, with Disclosure Scotland to obtain the necessary background checks and criminal records checks. If you are successful Aspire may throughout the duration of your employment share your information with Commissioning Local Authorities, Care Inspectorate, Scottish Social Services Council and Scottish Care.

Aspire will not transfer your data outside the European Economic Area.

**How does Aspire protect data?**

Aspire 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, Aspire will hold your data on file for6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will continue to hold your data on file for consideration for future employment opportunities. From time to time Aspire will write to you to ask if you still wish your details to be held on file, if you withdraw your consent; your data will be 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 the Employee Privacy Notice.

**Your rights**

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

* have the right to be informed;
* can access and obtain a copy of your data on request;
* can require the organisation to change incorrect or incomplete data;
* can require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* can object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* can ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please email [recruitment@aspireinc.co.uk](mailto:recruitment@aspireinc.co.uk) or send your request in writing to Chief Executive, Aspire Housing & Personal Development Services, Ladywell Business Centre Unit 33, 94 Duke Street, Glasgow, G4 0UW

If you believe that the organisation has not complied with your data protection rights, you should first report this to the Chief Executive by post at Aspire Housing & Personal Development Services, Ladywell Business Centre Unit 33, 94 Duke Street, Glasgow, G4 0UW or by email [recruitment@aspireinc.co.uk](mailto:recruitment@aspireinc.co.uk). You can also 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 Aspire 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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

**Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email recruitment@aspireinc.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purposes you originally agreed to, unless we have another legitimate basis for doing so in law.