

## Privacy Policy – applying for a job or volunteer position



When you apply, we collect your personal information through your application form, interview or references so we can process your application. We have a 'legitimate interest' to do this under data protection law. This means it lets us carry out our aims and goals as an organisation. We need to use your personal information to recruit people and make sure our recruitment processes are inclusive.

If you're offered a role, where applicable, we may ask you to fill out a Disclosure and Barring Service (DBS) form as part of mandatory background checks. A DBS form does ask for some personal information as part of the background check process. These forms are stored and processed securely and confidentially by Citizens Advice and DBS. You can [read more about DBS checks and processes](#) on the GOV.UK website.

### What information we ask for

We'll collect personal information such as name, address, telephone number and email address, previous job history and experience, qualifications, and any support needs you may have. We'll also ask for diversity information like your gender, ethnicity and sexual orientation. You don't have to tell us this.

We might collect other information depending on whether you've applied for a staff or volunteer role.

### You've applied for a staff role

If we offer you a position, we'll ask for:

- references for your previous and current work
- proof of your right to work in the UK, like a valid UK passport or visa
- your national insurance number and P45
- your bank details, so we can pay you
- details of your student loan if you're paying one back

On rare occasions, where it's needed for the role, we might contact the DBS for a criminal record check. Once the DBS check is completed and you've received your certificate, we'd expect you to share this information with us as part of the the background check process. This information would include your name, date of birth, place of birth, gender, position applied for and anything else disclosed on your DBS check.

### How we use your information

The main reasons we ask for your personal information are to:

- check you've got the right skills for a role when you apply
- arrange an interview
- contact you to tell you the result of your application
- do checks when we make an offer, for example contacting your references or checking your right to work in the UK
- send you an offer letter or contract

We'll only access your information for other reasons if we need to and we have a legitimate interest to do this under data protection law, for example to:

- investigate complaints
- send you copies of the information we have about you if you make a 'subject access request' - [find out more about subject access requests](#) on the Information Commissioner's Office website
- get feedback from you about our services

We'll treat any diversity information you give us as strictly confidential. We'll anonymise this information and only use it to look at trends. This means we won't look at your information individually or compare it to other people and we won't use it as part of the recruitment selection process.

### **Sharing your information**

If you accept an offer to work for us we'll:

- get your permission to share your information with your references
- add your information to our human resources and technology systems

We have contracts with providers of our human resources and technology systems - they've confirmed they store data securely and follow data protection laws. We're still responsible for keeping your personal information safe and making sure we follow data protection law. This means we're the 'data controller' for your personal information.

We won't usually share your personal information with anyone else in a way that could identify you. In some rare situations we have to share your information, for example if:

- we're investigating a safeguarding issue
- the police ask for the information to help them investigate a crime
- a court orders us to share the information

We sometimes share anonymous statistics with organisations we trust so they can analyse the information.

### **Storing your information**

We keep your information securely on our internal systems.

### **Contact us about your data**

You can contact us at any time and ask us:

- what information we've stored about you
- to change or update your details
- to delete your details from our records

For either staff or volunteer roles please email [admin@casomerset.org.uk](mailto:admin@casomerset.org.uk)

### **If you want to make a complaint**

If you're not happy with how we've handled your data, you can make a complaint through our website.