



## REACH Essex Ltd.

### Privacy Notice for Job Applicants

Under Data Protection law, individuals have a right to be informed about how business organisations use any personal data held about them. We comply with this right by providing 'Privacy Notices' to individuals applying for positions at REACH Essex Ltd. where we are required to process personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals applying for jobs withing our organisation.

REACH Essex Ltd., Josephs Barn, Woodend Farm, Hatfield Road, Witham, Essex, CM8 1EH are the 'data controller' for the purposes of Data Protection law.

Our Data Protection officer is Kevin Quantrill.

Successful candidates should refer to our Employee Privacy Notice about how their personal data is collected, stored and used.

### What personal data do we hold?

We process data relating to applicants wishing to work in our organisation. Personal data that we may collect, use, store and share (when appropriate) about you includes:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

(This list is not exhaustive)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about, where applicable:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements.

### Why do we use this data?

The purpose of processing this data is to aid the recruitment process by:

- Establishing relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling Equal Opportunities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates with disabilities.

### What is the lawful basis for using this data?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- Consent has been given to use personal information in a certain way

- We need to protect your vital interests (or someone else's interests)
- There is a legitimate requirement to process the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. This will be made clear when requesting your consent and will explain how you go about withdrawing consent should you change your mind.

There may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of the information we collect from you is required by law, there is some information that you can choose whether or not to provide.

We will always make it clear whether you must provide this information or whether you can choose not to disclose the information requested.

### **How we store this data**

Personal data we collect as part of the recruitment process is stored in line with our Data Protection Policy. When it is no longer required, we will delete your information in accordance with our Information and Records Management procedure.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law), we may share personal information about you with:

- Our Local Authority – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and Payroll
- Professional advisers and consultants
- Employment and recruitment agencies.

### **International data transfer**

We do not transfer personal data outside the UK.

### **Your rights**

You have legal rights with regard to the personal data we hold.

### **How to access the personal information we hold about you**

Applicants have a right to make a 'subject access request' to gain access to personal information that REACH Essex holds about them.

If you make a subject access request and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it
- Let you know how long we will keep it for
- Explain where we got it from (if not from you)
- Tell you who it has been or will be shared with
- Let you know whether any automated decision-making is being applied to the data and if there are any consequences of this
- Give you a copy of the information held.

## **Your other rights regarding your data**

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it causes damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To exercise any of these rights, please contact our Data Protection officer.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate or if you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer:

- Kevin Quantrill via e-mail on [kevquantrill@reachessex.com](mailto:kevquantrill@reachessex.com)