

Job Applicant Privacy Notice

Homeless Oxfordshire Limited (referred to as "Homeless Oxfordshire " or "the company"" throughout this notice) collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information do we hold about you?

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

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, NI number, nationality, gender, education and qualifications, membership of professional bodies, employment history, qualifications, right to work in the UK documentation, visa details (if appropriate), DBS.
- Any information you provide to us during an interview.
- Any test/assessment centre results and/or presentations delivered during the interview process.

Why do Homeless Oxfordshire process personal data?

Homeless Oxfordshire collect and process your data for a number of purposes and where we have a legal basis to do so, as follows.

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

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Homeless Oxfordshire may process sensitive data about applicants disability status so we can make reasonable adjustments for candidates. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

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

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references, Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures and UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures (if required).

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Homeless Oxfordshire protect data?

Homeless Oxfordshire takes data security seriously and we have controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

How long will you use my information for?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed except we need to retain it for longer to demonstrate we have conducted the recruitment in a fair and transparent way.

Your rights

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

- access and obtain a copy of your data on request;
- require Homeless Oxfordshire to change incorrect or incomplete data;
- require Homeless Oxfordshire to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Homeless Oxfordshire is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact

recruitment@homelessoxfordshire.uk or submit a written request by post to Homeless Oxfordshire, O'Hanlon House, Luther Street, Oxford, OX1 1UL attention of the Data Protection Officer.

Complaints.

If you believe that Homeless Oxfordshire has not complied with your data protection rights, you can complain to the Information Commissioner via their helpline number on 0303 123 1113 or their website at <https://www.ico.org.uk> or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Homeless Oxfordshire 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