
Providence Row Housing Association

15th May 2018

Privacy Notice

Recruitment

Central Office
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London
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Tel: 020 7920 7300
Website: www.prha.net

PRIVACY NOTICE

1 DOES THIS NOTICE APPLY TO YOU?

This privacy notice applies to all applicants that are not currently staff members of Providence Row Housing Association. If you are applying for a promotion or another job in the organisation and are already employed by Providence Row Housing Association, please refer to the privacy notice for staff.

2 WHAT IS THE PURPOSE OF THIS DOCUMENT?

Providence Row Housing Association is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during the application and recruitment process with us, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and any national laws, regulations and secondary legislation, as amended or updated from time to time, in the United Kingdom, and any other territory which implements the GDPR.

Providence Row Housing Association will be your data controller. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

3 DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

4 THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Nationality and right to work documentation such as passports, visas or national identity cards
- Date of birth
- Gender
- Family including marital status and dependants
- National insurance number
- Next of kin and emergency contact information
- Copy of driving licence
- References for candidates that are offered employment with us
- Information included in a CV or cover letter or as part of the application process
- Previous employment records (including job titles, work history and professional memberships)

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

5 HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about all applicants from the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, or other background check agencies.

6 HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to comply with a legal obligation, such as providing information to HRMC, to response to requests from courts, law enforcement agencies and other public and government authorities.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests);
- Where it is needed in the public interest or for official purposes.

Situations in which we will use your personal information:

We need all the categories of information in the list above primarily to allow us to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the work location in which you are based
- Assessing qualifications for a particular job or task.
- Education, training and development requirements
- Dealing with legal disputes involving you, or other employees, workers and contractors.
- Ascertaining your fitness to work.
- Complying with health and safety obligations.
- To prevent fraud.
- Equal opportunities monitoring.
- Creating talent pools in case you are suitable for other positions with us

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Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

Legitimate interests:

The legitimate interests that we have identified which require us to process your data are as follows:

Ensuring that our Recruitment and selection process is fair and transparent.

If you fail to provide personal information:

If you fail to provide certain information when requested, we may not be able to continue with the application process (such as not being able to confirm your right to work, or obtaining references), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose:

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7 HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent. If we need your consent we will contact you separately about this.
- Where we need to carry out our legal obligations and in line with our Data Protection Policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our Data Protection Policy and Equal Opportunities Policy.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

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- Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations:

We will use your particularly sensitive personal information in the following ways:

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, and disability status, to ensure meaningful equal opportunity monitoring and reporting and to comply with employment and other laws, for example if you raise concerns about your employment which relate to a protected characteristic.

Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of employment with us that you agree to any request for consent from us.

8 INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role applied for and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of the recruitment process. We will use information about criminal convictions and offences in the following ways:

- Assessment for initial hiring

9 AUTOMATED DECISION-MAKING

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

10 DATA SHARING

We may have to share your data with third parties including third party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the application process or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are carried out by third-party service such as pre-employment checks, Disclosure and Barring Services and Occupational Health Provider.

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entitled in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?

We will share your personal information with other entities in our group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

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Transferring information outside the EU

We will not transfer your data outside the EEA" but you will have to take care if this changes in the future to ensure compliance is maintained.

11 DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12 DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. If you are unsuccessful in your application, we will retain and securely destroy your personal information in accordance with [applicable laws and regulations.

13 RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

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Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Peter Allison at pallison@prha.net in writing.

Accessing your personal data:

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you:

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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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 contact Peter Allison at pallison@prha.net. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

14 DATA PROTECTION OFFICER

The Performance & Privacy Advisor to oversee the compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Performance & Privacy Advisor. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

15 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.

If you have any questions about this privacy notice, please contact Peter Allison, Performance & Privacy Advisor at pallison@prha.net.

I, _____ (name), acknowledge that on _____ (date), I received a copy of Providence Row Housing Association's Privacy Notice for applicants and that I have read and understood it.

Signature

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Name

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