



Creative Homecare Privacy Notice for Job Applicants

Introduction

As part of any recruitment process, Creative Homecare collects and processes personal data relating to job applicants. Creative Homecare is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What we do with the information you provide to us?

All of the information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

Creative Homecare is the data controller for the information you provide during the process unless otherwise stated. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area.

The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

All applications for our vacancies are collated by Human Resources; applications can be submitted electronically or by hard copy.

Our application form will ask you to provide:

- * Your personal details including your title, surname and forenames, home address, postcode, telephone numbers, email address and National Insurance number.
- * If you hold a UK Driving License.
- * Your right to work in the UK
- * Criminal convictions declaration.
- * Information on your current role, previous employment and experience, education, referees, and professional memberships
- * A statement of support relevant to the role you have applied for.

Creative Homecare 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 HR management systems and on other IT systems (including email).

The recruitment panel will have access to all of this information. You will also be asked to provide equal opportunities information. This is not mandatory information



– if you don't provide it, it will not affect your application. The equal opportunities information is removed from the application on receipt and not shared with the recruitment panel. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

Why do we process personal data?

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

Creative Homecare 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.

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

Creative Homecare may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Creative Homecare processes 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.

For all roles, Creative Homecare is obliged to seek information about criminal convictions and offences. Where Creative Homecare 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.

Creative Homecare will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

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

Creative Homecare will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

Creative Homecare will then share our data with former employers to obtain references for you, Occupational Health and the Disclosure Scotland Service to obtain necessary criminal records checks.

How does Creative Homecare protect your data?

Creative Homecare 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.



How long does the Creative Homecare keep your data?

If your application for employment is unsuccessful, Creative Homecare will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is 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 can:

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

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Creative Homecare during the recruitment process. However, if you do not provide the information, Creative Homecare may not be able to process your application properly or at all.

Complaints or queries

Creative Homecare tries to meet the highest standards when collecting and using personal information.

For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Creative Homecare's collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us or write to the address below:

If you would like to exercise any of these rights, please contact Mari Alcorn.

Email: dataprotection@strathcarronhospice.net

Post: Creative Homecare, c/o Strathcarron Hospice, Fankerton, FK6 5HJ

Telephone: 01324 826222

Website: www.creativehomecare.co.uk

If you believe that Creative Homecare has not complied with your data protection rights, you can complain to the Information Commissioner.

Changes to this Privacy Notice

Creative Homecare reserve the right to update this privacy notice as required