



British Future  
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## Job Applicant Privacy Statement June 2018

**Data protection officer: Ayesha Saran – [A.Saran@barrowcadbury.org.uk](mailto:A.Saran@barrowcadbury.org.uk). Ayesha is a member of the Board of Trustees for British Future and was appointed DPO in May 2018.**

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

### What information does British Future collect?

British Future collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which British Future needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

British Future collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including tests.

British Future will also collect personal data about you from third parties, such as references supplied by former employers, 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).

### Why does British Future process personal data?

British Future needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, British Future 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.

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

If your application is unsuccessful, British Future will keep your personal data on file in case there are future employment opportunities for which you may be suited. British Future will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes all members of staff and interviewers involved in the recruitment process for example members of the Board of Trustees.

British Future will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. British Future will then share your data with former employers to obtain references for you and if necessary employment law specialists.

British Future will not transfer your data outside the European Economic Area.

## **How does British Future protect data?**

British Future 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.

## **For how long does British Future keep data?**

If your application for employment is unsuccessful, British Future will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period [or once you withdraw your consent], 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 a new 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 British Future to change incorrect or incomplete data;
- require British Future 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 British Future is relying on its legitimate interests as the legal ground for processing; and
- ask British Future to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override British Future's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Ayesha Saran at [A.Saran@barrowcadbury.org.uk](mailto:A.Saran@barrowcadbury.org.uk). You can make a subject access request by completing British Future's form for making a subject access request.

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

## **What if you do not provide personal data?**

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

## **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

**Date:** June 2018

**Signed:** Sunder Katwala – British Future Director

**Review date:** June 2019