

# Privacy statement for candidates and prospective volunteers

## Purpose

Kettering Mind is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this Privacy Statement, because you are applying for work with us as either an employee, worker or volunteer.

It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation.

## Data protection principles

We will comply with data protection law and principles, which means that your data will 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

## The type of information we hold about you

In connection with your application to volunteer or 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 application form, C.V. and covering letter
- Any information you provide to us during the interview process
- Any information produced as a result of interview tasks and/or tests (if applicable).

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

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

## How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate or prospective volunteer (either directly or indirectly via third party recruitment and volunteering sites)
- Specified recruitment agencies
- Disclosure & Barring Service, in respect of criminal convictions
- Your named referees, from whom we collect the following information including: name, job title, employment dates, sickness rates, safeguarding concerns, disciplinary information, and performance summary (where applicable).

## How we will use information about you

We need to process your personal information to decide whether to enter into a contract with you. For candidates, having received your application form and/or CV and Covering Letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role.

If you do, we will decide whether your application is strong enough to invite to interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role.

If we decide to offer you the role, we will then take-up references, and carry out a criminal records check, as well as all other pre-employment checks.

For prospective volunteers, having received your application form, we will use the information provided to us to contact you for an informal chat or invite you to an interview. If you decide to continue with your application, we will then take up references. We may carry out a criminal record check, in accordance with the law, as well as all other compliance checks, in order to satisfy requirements before confirming your start date. We will only use your personal information when the law allows us to do so.

Most commonly, we will use your personal information in the following circumstances:

- Where it's necessary for the performance of a contract we have entered into or are trying to enter into with you:
  - Communicate with you about the recruitment process
  - Making a decision about your recruitment or appointment
  - Determining the terms on which you work for us
  - Administering the contract we have entered into with you.
- Where we need to comply with a legal obligation:
  - To carry out background and reference checks, where applicable
  - Assessing qualifications, skills, suitability, and Professional Registrations (where applicable) for a particular role or task
  - Keep records related to our hiring processes.
- Where it is necessary for the legitimate interests of Kettering Mind (or those of a third party) in carrying out our work as a registered charity and your interests, and fundamental rights do not override those interests:
  - To conduct data analytics studies to review our service;
  - Equal opportunities monitoring;

- To carry out background and DBS checks (for safeguarding purposes if you are likely to be in contact with children or vulnerable adults as part of your role)
- To understand the volunteering opportunities you may be interested in and your communication preferences
- In limited circumstances we will process your data where we have your consent as follows:
  - To keep in touch with you about employment or volunteering news and opportunities.

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

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

You can change your contact preferences, or ask us to stop sending you these opportunities, at any point, by contacting us: [info@ketteringmind.org.uk](mailto:info@ketteringmind.org.uk)

## If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history) we will not be able to process your application successfully. For example, if we require references for this role, and you fail to provide us with relevant details, we will not be able to take your application further.

## How we use particularly sensitive personal information

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

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example, whether adjustments need to be made [during a test or interview]
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

## Information about criminal convictions

As part of our pre-employment checks for certain roles, we are required to carry out a criminal records check (otherwise known as a Disclosure & Barring Service check). This check is to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role working with our vulnerable client groups.

If you are successful after interview, you will be required to complete a Disclosure & Barring Service application that will be sent to the Disclosure and Barring Service (DBS) who are an executive agency of the Home Office. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## Data sharing

### Why might you share my personal information with third parties?

We may have to share data with third parties, including third-party service providers, for the purposes of processing your application. All our third-party service providers 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. Kettering Mind will never share your data with third parties for their direct marketing purposes without your consent.

## International transfers

We may occasionally use third-party service providers who process your data outside of the European Economic Area (EEA), in the US or Canada. In these cases, we will always ensure a similar degree of protection is afforded to your data.

## Data security

We have appropriate security measures in place 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, 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.

## Data retention: how long will you use my information for?

If unsuccessful in your application for employment, we will retain your personal information for a period of twelve months after we have communicated our decision to you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds, and that we have conducted the recruitment exercise in a fair and transparent way.

After this period, we will securely destroy your personal information, in accordance with our Record Retention & Disposal Policy & Procedure. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period.

## Rights of access, correction, erasure and restriction

### 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 our Data Compliance Lead in writing.

### Right to withdraw consent

When you applied for this role, you provided consent by signing and submitting your application to us, enabling us to process your personal information for the purposes of the prospective employee/volunteer recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact us: [info@ketteringmind.org.uk](mailto:info@ketteringmind.org.uk)

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our Record Retention Guidelines, we will dispose of your personal data securely.

### Data Protection Compliance

We have a Data Compliance Lead to oversee compliance with this Privacy Statement. If you have any questions about this Privacy Statement or how we handle your personal information, please contact: The Manager [info@ketteringmind.org.uk](mailto:info@ketteringmind.org.uk)

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 but we would appreciate the opportunity to try to resolve your complaint before you approach the ICO.