

Privacy Notice for Recruitment

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how this data is collected and used and to meeting our data protection obligations.

What information is collected

At the initial stages of recruitment, we collect, hold and use the following types of ordinary personal data about you:

- Information contained in your application form/CV/motivation statement, including your name, title, contact details, photograph, employment history, experience, skills, qualifications/training (including educational, vocational, driving licences where appropriate), referees' names and contact details, etc.
- Publicly available information about you, such as your business social media presence
- Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests.

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of ordinary personal data about you:

- Pre-employment check information, including references and verification of qualifications
- Right to work checks and related documents

We hold and use this personal data so that we can:

- process your application and correspond with you about it;
- assess whether you have the required skills, experience, qualifications and training for a role within the company;
- make informed recruitment decisions;
- verify information provided by you;
- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions;

Why we process personal data

The laws around data protection specify the grounds on which we can hold and use personal data. 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. It is necessary to process your personal data to then start a contract with you.

We need to process data to ensure compliance with legal obligations. For example, to not have any discrimination as part of our selection process and we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, we are obliged to seek information about criminal convictions and offences. In these instances, it is necessary so that we can meet our obligations and exercise specific rights in relation to employment into roles which have regulated activity.

If your application is unsuccessful, your personal data will be retained for 6 months in case there are future employment opportunities for which you may be suited. We ask for your consent before keeping your data for this purpose and you are free to withdraw your consent at any time.

How we collect your personal data

Information is collected in a variety of ways - data might be contained in correspondence with recruitment agencies, application forms, CVs or resumes, obtained from your passport or other identity documents, or

collected through interviews or other forms of assessment, including tests. On rare occasions, and where it is deemed appropriate, we may also perform a search on a job applicant's social media profile.

Data is also collected from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We seek this information from third parties only once a job offer has been made and we will inform you that we are doing so.

Data will be stored in a range of different places, including on your application form, in HR management systems and on other IT systems (including SharePoint and email).

Access to data

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, managers and colleagues involved in longlisting and shortlisting, interviewers (including peers) involved in the recruitment process, managers in the business area with a vacancy and IT/Finance staff if access to the data is necessary for the performance of their roles.

Your data is not shared with third parties unless your application for employment is successful and we make an offer of employment. At this point, we will then share your data with former employers to obtain references for you, employment background check providers to obtain any necessary background checks and the Disclosure and Barring Service to obtain any required criminal records checks.

We also have a legal obligation to share your data with HMRC for payroll purposes and to our pension provider under auto enrolment.

The organisation will not transfer your data outside the European Economic Area.

Protecting the data we hold

We take the security of your data seriously and have 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 data is kept

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

There may, however, be circumstances in which it is appropriate for us to keep items of your personal data for longer. We will base these decisions on relevant circumstances, taking into account the following criteria:

- the amount, nature, and sensitivity of the personal data
- the risk of harm from unauthorised use or disclosure
- the purposes for which we process your personal data and how long we need the data to achieve these purposes
- how long the personal data is likely to remain accurate and up to date
- for how long the personal data might be relevant to possible future legal claims
- any applicable legal, accounting, reporting or regulatory requirements that specify how long certain records must be kept

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

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 and after you have left. The periods for which your data will be held will be provided to you in a new privacy notice when you are offered a contract of employment.

References

If you give us details of referees, we require you to inform them of what personal data of theirs you are giving to us.

You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us 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 we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights or make a subject access request, please contact the Head of HR at hr@mcsuk.org.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

If you choose not to provide personal data

You are under no statutory or contractual obligation to provide data 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 and will need to make decisions based on the information we do have.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making but it may be used if a qualification element is critical.

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