

**Refugee Resource Recruitment Process Privacy notice**

As part of our employee recruitment process, Refugee Resource collects and processes personal information relating to vacancy applications. We are committed to being transparent in how we collect and use this data, and to meeting our data protection obligations under General Data Protection Regulations 2018.

**Information collected:**

Refugee Resource collects a range of information about you via the application form you complete, including:

* Your name, address and contact details, including email address and telephone number
* Details of your qualifications, professional training, skills, experience and employment history
* Information about your current salary
* Information about your entitlement to work in the UK
* Information regarding criminal offence convictions

This information is primarily collected from our application form and through the interview and assessment process for those invited for interview.

We may also collect personal data about you from third parties such as from former employers (referees) for whom you have provided details. We will only seek information from referees if you are offered the post, and we will inform you that we are doing so.

The data collected will be stored in confidential paper recruitment files, unless offered the post, in which case your data will be transferred to paper and electronic employee HR systems. If you are offered a post you will be informed of this change in data processing and storage.

**How your information will be used:**

Refugee Resource has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom we offer the post.

Refugee Resource may process special categories of data, such as information about ethnic origin, sexual orientation, religion or belief in order to monitor recruitment statistics in accordance with our Diversity and Equality Opportunities policy. However this data is only viewed by the HR Advisor and is processed anonymously and stored separately from the application forms.

We may also collect information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful Refugee Resource will store your details for a period of 6 months in line with guidance from the ICO Employment Practices Code for the purpose of being able to respond to and defend against legal claims. After this period your details will be confidentially destroyed.

**Access to your data**

Your information may be shared internally for the purpose of the recruitment exercise. The only people we will share this with will be the HR Advisor, the recruiting manager and the interview panel. The recruitment panel will not have access to the Equality and Diversity monitoring form. In some circumstances our IT support supplier may have access to your data if this is necessary for them to perform their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share certain aspects of your data taken from your application form (name, previous job title, dates of employment with previous employer) with former employers to obtain references for you. We will inform you before we do this. On commencement of employment your personal details are shared with our payroll and pension provider in order to pay your salary and pension contributions as appropriate. We have agreements in place with these providers to ensure that they are compliant with General Data Protection Regulations 2018.

For certain roles we have a legal obligation to carry out employment background checks to ensure the safety and wellbeing of our clients. We use a third party provider to obtain the necessary checks,and you will be asked to provide certain personal details as part of this process, such as passport and driving licence details, and bank statements. These details are confidentially destroyed once the background checks have been completed.

**How do we protect your data?**

Refugee Resource will ensure that your data is processed securely. We 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.

**For how long is the data stored?**

If your application is unsuccessful, the organisation will hold your data on file for six month after the end of the recruitment process. Your data will be destroyed at the end of this period.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to our HR files (electronic and paper based) and retained during your employment as noted above. You will be provided with a new privacy notice at this point.

**Your rights**

As a data subject, you have a number of rights, as follows:

* You may access and obtain a copy of your data on request
* You may request that we change incorrect or incomplete data
* You may request that the organisation delete or stop processing your data, for example, where the data is no longer necessary for the purpose of processing
* Object to the processing of your data where you believe that your rights override RR’s legitimate interests as their legal grounds for processing.

If you believe that refugee Resource 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 RR 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.