

GDPR Job Applicant Privacy Notice

Data controller: Fulham Good Neighbour Service

This Job Applicant Privacy Notice (“**Notice**”) aims to give applicants to Fulham Good Neighbour Service (“**FGN**”, “**we**”, “**us**” or “**our**”) information on how their personal data (i.e., information which directly or indirectly identifies an applicant) (“**Applicant Personal Data**”) are collected and processed by FGN when they apply for a role or vacancy with FGN. For the purposes of EU/UK data protection laws, FGN is the controller of Applicant Personal Data.

FGN is committed to being transparent about how it collects and uses Applicant Personal Data and to meeting its data protection obligations.

What Applicant Personal Data does FGN collect?

FGN collects a range of personal data about you. This includes:

- contact information such as your name, address and contact details, including email address and telephone number;
- personal information such as date of birth and nationality;
- employment and education history such as details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration, including benefit entitlements; and
- whether or not you have a disability for which FGN needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

FGN may collect this information in a variety of ways. For example, personal 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 online tests.

FGN may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. FGN 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.

Why does FGN process Applicant Personal Data?

FGN may process Applicant Personal Data for the purposes set out below:

Purpose	Lawful Basis
Making a decision about the applicant's recruitment or appointment, and assessing applicant's suitability for the role or vacancy, including the right to work	This is necessary to enter into a contract with the applicant (Article 6(1)(b), GDPR) FGN has a legal obligation to do so (Article 6(1)(c), GDPR)

Managing the recruitment process, including assessing the applicant's skills, qualifications and suitability for the role	<p>FGN has a legitimate interest to ensure that it appoints a suitable and qualified applicant to the relevant role or vacancy (Article 6(1)(f), GDPR)</p> <p>To be able to manage and perform the contract with the applicant (Article 6(1)(b), GDPR)</p>
Maintaining records regarding the recruitment process	<p>FGN has a legitimate interest to ensure that it maintains accurate and comprehensive records regarding the recruitment process (Article 6(1)(f), GDPR)</p> <p>FGN has a legal obligation to do so (Article 6(1)(c), GDPR)</p>
Communicating with the applicant during the recruitment process	<p>FGN has a legitimate interest to ensure that it communicates promptly and effectively regarding the recruitment process (Article 6(1)(f), GDPR)</p>
Special Categories of Personal Data	
We may process information about an applicant's racial or ethnic origin, religious or philosophical beliefs and/or sexual orientation for the purpose of equal opportunities monitoring.	<p>Where necessary for reasons of substantial public interest (Article 6(1)(f) and Article 9(2) of the GDPR)</p>
We will use information about applicant physical or mental health, or disability status, to protect health and safety in the workplace and to assess applicant's fitness to work, to provide appropriate workplace adjustments.	<p>To comply with employment laws and other laws (Article 9(2)(b), GDPR)</p> <p>Where necessary for reasons of substantial public interest, on a lawful basis (Article 9(2)(g), GDPR)</p>
Data Concerning Criminal Convictions and Offences	
We may process applicant's data relating to criminal convictions and offences to determine whether an applicant should be offered a role within FGN.	<p>FGN may have a legal obligation to do so (Article 6(1)(c), GDPR and Article 10, GDPR; Section 10 Schedule 1 Part 1 paragraph (1), UK Data Protection Act 2018)</p> <p>FGN may have a legitimate interest to determine whether an applicant is suitable for a particular role in FGN (Article 6(1)(f) and 10, GDPR; Section 10 Schedule 1 Part 2 paragraph (12), UK Data Protection Act 2018)</p>

You have a right to object to the processing of your personal data where that processing is carried out for FGN's legitimate interest. Please note however that this may inhibit FGN's ability to continue with the application and FGN may not be able to fulfil this request in all instances.

Who has access to Applicant Personal Data?

We may disclose Applicant Personal Data internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

FGN will not share Applicant Personal Data with third parties, unless an application for employment is successful.

FGN will not transfer Applicant Personal Data outside the European Economic Area and/or the United Kingdom.

How does FGN protect Applicant Personal Data?

FGN takes the security of Applicant Personal Data seriously. FGN has internal policies and controls in place to ensure that Applicant Personal 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 FGN keep Applicant Personal Data?

If your application for employment is unsuccessful, FGN will hold your data on file for 1 year 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 a new privacy notice.

Your rights

You have a number of rights in relation to the personal data that we hold about you. You may:

- access and obtain a copy of your personal data on request;
- withdraw your consent to our processing of your personal data. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- require FGN to change incorrect or incomplete personal data;
- require FGN to delete or stop processing your personal data, for example where the personal data is no longer necessary for the purposes of processing; and
- object to the processing of your personal data where FGN is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Director, Fulham Good Neighbour Service, Rosaline Hall, 70 Rosaline Road, London, SW6 7QT.

If you believe that FGN has not complied with your data protection rights, you can complain to the UK's Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to FGN during the recruitment process. However, if you do not provide personal data which is necessary



for FGN to consider the application to a role or vacancy with FGN, FGN may not be able to consider the job application and/or process your application properly or at all.

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.

Automated decision-making

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

Contact us

If you would like further information on the collection, use, disclosure, transfer of your personal data or the exercise of any of the rights listed above, please address questions, comments and requests to Director, Fulham Good Neighbour Service, Rosaline Hall, 70 Rosaline Road, London, SW6 7QT or email at info@fulhamgoodneighbours.org.