

Kent Wildlife Trust Privacy Notice - Recruitment

Data controller: Kent Wildlife Trust, Tyland Barn, Sandling Lane, Maidstone, Kent ME14 3BD

**Data protection officer: James Millsom-Mills
data.protection@kentwildlife.org.uk**



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

What information does Kent Wildlife Trust collect?

Kent Wildlife Trust 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 Kent Wildlife Trust 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.

Kent Wildlife Trust collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, or uploaded via our recruitment hub. Information may also be obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Kent Wildlife Trust does not routinely review social media profiles as part of our application process, however we reserve the right to do so for key positions within the Trust.

Kent Wildlife Trust will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. (Kent Wildlife Trust 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.)

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 email).

Why does Kent Wildlife Trust process personal data?

Kent Wildlife Trust 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, Kent Wildlife Trust 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.

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

Where Kent Wildlife Trust relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Kent Wildlife Trust 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 Kent Wildlife Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Kent Wildlife Trust is obliged to seek information about criminal convictions and offences. Where Kent Wildlife Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Kent Wildlife Trust will keep your personal data on file in case there are future employment opportunities for which you may be suited. Kent Wildlife Trust 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 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.

Kent Wildlife Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Kent Wildlife Trust will then share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks.

Kent Wildlife Trust will not transfer your data outside the European Economic Area.

How does Kent Wildlife Trust protect data?

Kent Wildlife Trust 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 Kent Wildlife Trust keep data?

If your application for employment is unsuccessful, Kent Wildlife Trust will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow Kent Wildlife Trust to keep your personal data on file, Kent Wildlife Trusts will hold your data on file for a further 6 months for consideration for future employment opportunities. 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 Kent Wildlife Trust to change incorrect or incomplete data;
- require Kent Wildlife Trust 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 Kent Wildlife Trust is relying on its legitimate interests as the legal ground for processing; and
- ask Kent Wildlife Trust to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Kent Wildlife Trust's legitimate grounds for processing data.

If you believe that Kent Wildlife Trust 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 Kent Wildlife Trust during the recruitment process. However, if you do not provide the information, Kent Wildlife Trust may not be able to process your application properly or at all.

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.