**Job Applicant Privacy Notice (compliant with GDPR) and consent to process data form**

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

**What information do we collect?**

KDC 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 the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

KDC may collect this information in a variety of ways. For example, 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

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).

**Why does KDC process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

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

KDC may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

KDC process such information to carry out its obligations and exercise specific rights in relation to employment.

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

**Who has access to data?**

Your information may 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 support if access to the data is necessary for the performance of 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 your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does KDC protect data?**

We take the security of your data seriously. 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 does KDC keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) 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.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

**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 the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where KDC is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Joyce Greaves at joyce.greaves@kdc.org.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the

Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to KDC 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.

**Agreement to use my data**

I hereby freely give my prospective employer **KNOWSLEY DISABILITY CONCERN (KDC)** consent to use and process my personal data relating to my job application.

**In giving my consent:**

* I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
* I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
* I understand that I can request that data that is no longer required to be held can be removed from my file and destroyed.
* I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.
* I understand I can contact KDC directly if I have any questions or concerns. The e-mail address is info@kdc.org.uk / the telephone number is 0151 480 4090.
* I understand that if I am dissatisfied with how KDC uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

Date:

Yours sincerely


**Joyce Greaves
CEO**

**Please detach this form and submit with your application form and equal opportunities form.**