

**Church of Scotland
Central Services Committee
Human Resources Department**

Privacy Notice for Job Applicants

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that information and to meeting our data protection obligations. For the purposes of this notice, the Data Controller is the General Assembly of the Church of Scotland, under which the Human Resources department operates.

What information do we collect?

We collect a range of information about you including:

- 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;
- 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. This information will be separated from your application, held separately and not forwarded to members of the selection panel.

We 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, including online tests.

We may 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. We will seek information from third parties only once a job offer to you has been made and will inform you when we do 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.

Why do we process personal data?

We use information you give to us to facilitate the job application and recruitment process, including in relation to any reasonable adjustments that may need to be made; to comply with our legal obligations, such as checking a successful applicant's eligibility to work in the UK before employment starts; and where an applicant is successful, to enter into a contract with you. Additionally, for some roles, we are obliged to seek information about criminal convictions and offences.

We have a legitimate interest in processing your personal data for the purposes of the recruitment process and for maintaining records of the process.

If your application is unsuccessful, we 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.

For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for one month after the end of the relevant recruitment process, we will retain your information for a further 5 months for consideration in the event of future employment opportunities. At the end of that period, or should you withdraw your consent, your data will be deleted and/or confidentially destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment. The periods for which your data will be held will be available to you in our Data Retention Policy.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment process. Including between: members of the HR 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.

In the event that we make you an offer of employment, we will share your data with former employers to obtain references for you. Additionally, we may share your data with employment background check providers and the Disclosure Service to obtain any required criminal records checks.

We will not transfer your data outside the European Economic Area without your consent.

How do we 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, including in compliance with any legal obligations.

Getting a copy of your personal information

You can request details of the personal information that we hold about you by contacting hr@cofscotland.org.uk.

Inaccuracies and Objections

If you believe that any information we hold about you is incorrect or incomplete, or if you do not wish your personal information to be held or used, by us please let us know by contacting hr@cofscotland.org.uk. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

Contact us

You can contact us by getting in touch with us at hr@cofscotland.org.uk or contact our Data Protection Officer, the Solicitor of the Church, Mary Macleod, at mmacleod@churchofscotland.org.uk.

What if you do not provide personal data?

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

How to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.