



Diocese of Canterbury
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Framework for Managing People

PS13 Recruitment Privacy Notice

**Recruitment Privacy Notice PS13
People Services and Communications
Diocesan Secretary's Office
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Revision History

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Contents

What information does the Diocese collect?	2
Why does the Diocese process personal data?	2
Who has access to data?	3
For how long does the Diocese keep data?	3
What if you do not provide personal data?	4
Automated decision-making	4

What information does the Diocese collect?

Why does the Diocese process personal data?

The Diocese 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, the Diocese 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.

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

Where the Diocese 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.

The Diocese 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 the Diocese processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the Diocese is obliged to seek information about criminal convictions and offences. Where the Diocese 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.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Diocese will keep your personal data for 6 months after your last application. The Diocese 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 People Services 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.

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

The organisation will not transfer your data outside the European Economic Area.

How does the Diocese protect data?

The Diocese 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 the Diocese keep data?

If your application for employment is unsuccessful, the Diocese will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period (or should 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 the staff privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data in a standard format on request;
- require the Diocese to change incorrect or incomplete data;
- require the Diocese 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 the Diocese is relying on its legitimate interests as the legal ground for processing; and
- ask the Diocese to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer via jmanser@diocant.org

If you believe that the Diocese has not complied with your data protection rights, you can complain to the Information Commissioner at casework@ico.org.uk.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Diocese during the recruitment process. However, if you do not provide the information, the Diocese 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 unless your application is not complete.