



Recruitment Privacy Statement

This statement describes how Birmingham and Solihull Women's Aid (BSWA) collects and use your personal data when you apply for a job with us in accordance with the UK General Data Protection Regulation (GDPR). A copy of our data protection policy can be made available upon request to recruitment@bswaid.org

As a data controller, we are responsible for deciding how we hold and use personal information about you. This statement explains to you what decisions we have taken in relation to that information.

1. The legal basis for processing your personal data:

We process personal data throughout the application on different legal bases.

Contract Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.

Legal obligation The law requires BSWA to check that candidates are entitled to work in the UK.

Processing criminal convictions and sensitive information We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

2. Processing special category personal data

We must have further justification for processing your special category (sensitive) personal data. We process this data when it's necessary for reasons of substantial public interest for the exercise of our functions

We rely on the processing conditions in the UK GDPR which relate to processing of special category data for employment, statutory and regulatory purposes.

3. Why we need your data

We need your data in order to:

- move your application forward
- check that you're the right candidate for the role
- get in contact with you

4. How your personal information is collected:

We collect your personal information when you submit it to us in the application form.

5. Data sharing:



Personal information you provide in the recruitment process will be made available to relevant staff for the processing of the application. If you are successfully recruited, we will upload your details to our HR system. As a member of staff you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

6. How long BSWA holds personal data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for - including legal, accounting, or reporting requirements.

For documents supporting recruitment, the retention period is 6 months.

If you are unsuccessful, personally identifiable data is removed 6 months after your most recent application.

7. Your rights

You have the right to:

- request access to your personal information (known as a 'data subject access request') - you'll receive a copy of the personal information we hold about you, so you can check that we are lawfully processing it.
- request that we correct incomplete or inaccurate personal information that we hold about you
- request we delete or remove your personal information - you can do this when there is no good reason for us to keep it - you can ask us to delete or remove your personal information where you have exercised your right to object to processing
- withdraw your consent for any data processed under the lawful basis of consent
- request we restrict the processing of your personal information - you can ask us to stop processing your personal information, for example if you want us to establish its accuracy or the reason for processing it

You can exercise these rights by contacting recruitment@bswaid.org

8. Complaints to the ICO

You also have the right to complain to the Information Commissioner's Office (ICO) where you feel we have mishandled your personal data. You can contact them on 0303 123 1113 or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

9. Changes to this privacy statement:

We reserve the right to update this privacy statement at any time, and we will provide a new privacy statement when we make any changes. If these changes affect how your personal data is processed, we will take reasonable steps to let you know

10. Related documents: Data Protection Policy