# Recruitment Privacy Notice

## Recruitment Privacy Notice at a Glance

When you apply for a job with Broadacres, we need to collect and use some personal information about you.

We will:

- Use your information only for recruitment and employment-related purposes.
- Be clear about why we need your information.
- Keep your information secure.
- Only share your information where necessary and lawful.
- Keep your information only for as long as necessary.
- Respect your rights under data protection legislation.

## Who We Are

Broadacres Housing Association is the data controller for the personal information you provide during the recruitment process. This means we are responsible for deciding how your personal information is used and ensuring it is protected. Genius Applicant Tracking System (ATS) is our current recruitment platform provider acting as our Processing partner.

## Why We Collect Your Information

We collect and use your personal information to:

- Assess your suitability for employment.
- Process and manage your application.
- Communicate with you throughout the recruitment process.
- Arrange interviews, assessments and selection activities.
- Verify qualifications, experience and references where appropriate.
- Carry out pre-employment checks where required.
- Meet our legal, regulatory and safeguarding obligations.
- Maintain recruitment records and demonstrate fair recruitment practices.

## Our Lawful Basis for Processing Your Information

Data protection law requires us to identify a lawful basis for processing personal information.

For recruitment activities, we process personal information under Article 6 UK GDPR because:

- It is necessary to take steps at your request before entering into an employment contract.
- It is necessary to comply with our legal obligations.
- It is in our legitimate interests to recruit suitable employees and maintain an effective workforce.
- Where we process special category personal data (such as health, diversity or equality monitoring information), we do so only where permitted by law and where an appropriate condition applies (Article 9).

**What Information We Collect**

The information we collect may include:

- Name, address, telephone number and email address.
- Employment history and career information.
- Qualifications, skills and professional memberships.
- Information contained within application forms, CVs and covering letters.
- Interview notes and assessment results.
- References from previous employers.
- Right to work documentation.
- Information required for pre-employment checks.
- Equality, diversity and inclusion monitoring information (where provided).

**Where We Obtain Your Information**

We may collect personal information:

- Directly from you through application forms, CVs and correspondence.
- From recruitment agencies acting on your behalf.
- Through online recruitment platforms.
- From referees nominated by you.
- From organisations undertaking pre-employment checks where applicable.
- From publicly available professional sources where relevant to the recruitment process.

**Who We Share Your Information With**

We may share your information with:

- Recruitment agencies supporting our recruitment activities.
- Providers of recruitment or applicant tracking systems.
- Organisations undertaking reference, qualification or background checks.
- Professional advisers where necessary.
- Regulatory bodies, government agencies, law enforcement agencies or courts where we are legally required to do so.

We will only share information that is necessary for the relevant purpose.

**How Long We Keep Your Information**

If your application is successful, relevant recruitment information will form part of your employee record and will be retained in accordance with our employee retention arrangements.

If your application is unsuccessful, we will normally retain your application information for **6 months** following completion of the recruitment process. This allows us to respond to queries, complaints or legal claims relating to recruitment decisions.

After this period, your information will be securely deleted unless we are required by law to retain it for longer.

**How We Protect Your Information**

We take appropriate technical and organisational measures to protect personal information from unauthorised access, loss, misuse, alteration or disclosure.

Access to recruitment information is restricted to those who require it for legitimate business purposes.

**Your Rights**

Under UK data protection legislation, you have the right to:

- Request access to your personal information.
- Request correction of inaccurate information.
- Request deletion of your information in certain circumstances.
- Request restriction of processing in certain circumstances.
- Object to processing where applicable.

- Request transfer of your information where applicable.
- Withdraw consent where processing is based on consent.

**Contact Us**

If you have any questions about this Recruitment Privacy Notice or how your information is used, please contact: dataprotection@broadacres.org.uk

**Data Protection Officer**
TBC

Broadacres Housing Association

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).