

## **Job Applicant Privacy Notice**

**Data controller: Criminal Cases Review Commission, 5 St Philip's Place, Birmingham B3 2PW**

**Data protection officer: Esther Parker-Duber**

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

### **What information does the CCRC collect?**

The CCRC 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;
- 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.

The CCRC collects 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.

The CCRC will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The CCRC will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 the CCRC process personal data?**

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

The CCRC 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 CCRC processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For all CCRC positions, it is necessary to carry out National Security Vetting checks to ensure that individuals are permitted to undertake the role in question.

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

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes 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.

The CCRC will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The CCRC will then share your data with former employers to obtain references for you and the Ministry of Justice Security Branch, who will carry out National Security Vetting checks.

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

### **How does the CCRC protect data?**

The CCRC takes the security of your data seriously. The CCRC has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

- Access to the CCRC HR Database is restricted to HR users. In addition, members of the Business Administration Team (BAT) are given limited access to allow them to carry out their duties. Access is controlled via HR.
- All HR staff and BAT are trained in data handling as well as the mandatory Responsible for Information training that all staff complete
- Recruitment files are stored in locked cabinets. HR and BAT may access the files, if required to do so as part of their role e.g. arranging interviews and preparing correspondence
- The HR team operates a clear desk policy. All paperwork, papers and files are removed from desks and stored in locked cabinets or pedestals when not in use.

### **For how long does the CCRC keep data?**

If your application for employment is unsuccessful, the CCRC will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the CCRC will hold your data on file for a further 12 months 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **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 CCRC to change incorrect or incomplete data;
- require the CCRC 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 CCRC is relying on its legitimate interests as the legal ground for processing; and
- ask the CCRC 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 [HR@ccrc.x.gsi.gov.uk](mailto:HR@ccrc.x.gsi.gov.uk)

If you believe that the CCRC has not complied with your data protection rights, you can complain to the Information Commissioner.

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