

Privacy Notice for Job Applications – Clervaux Trust

(Please read and return with your application form)

Introduction

Under data protection law, individuals have a right to be informed about how Clervaux Trust Limited (“**the Trust**”) uses any personal information that we hold about them. We comply with this right by providing privacy notices to individuals where we collect and use (“process”) their personal information.

This privacy notice explains how we collect, store and use personal data about those individuals who apply for a position at the Trust.

You have applied for a position with **Clervaux Trust Limited, Ruskin Mill, Millbottom, Nailsworth, Gloucestershire GL6 0LA** which is the ‘**Data Controller**’ for the purposes of data protection law.

Our designated Data Protection Officer (“**DPO**”) is our **Director of People, Employee Engagement and PSTE** (see ‘Contact us’ below).

The personal data we hold

We will process personal information relating to those we seek to employ, or from those who have applied for a position at the Trust. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name and contact details
- Date of birth, marital status and gender* (*collected Diversity and Equal Opportunities Monitoring form)
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Information of any disciplinary sanctions against you
- Information relating to driving licence (if necessary)
- Information relating to personal connections with current employees or Trustees of the Trust

We will also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This information will be collected as part of our Diversity and Equal Opportunities Monitoring. This includes information about (where applicable):

- Nationality, race, ethnicity, religious or philosophical beliefs, sexual orientation and political opinions
- Physical and mental health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us fulfil our obligations as a potential employer of the applicant, including to:

- Inform our recruitment process for the position and to ensure appropriate candidates are considered
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring

Our lawful basis for using your personal information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- We need to comply with a legal obligation
- You have given us consent to use it in a certain way
- We need to protect someone else's interests
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

If the reasons for collecting your personal information change, we will let you know and seek your consent where applicable. We will not use your information for any purpose for which we have not informed you without first notifying you as to the change and lawful basis under which we intend to process your information.

Collecting information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store your personal information

We retain the application form in a secure filing system for a period of 6 months. We will then delete and/or shred the information in accordance with our Data Retention Policy, a copy of which can be sent to you upon request to the DPO. We will obtain your consent to retain your application form for a period longer than 6 months.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust holds about them. The subject access request should be submitted in writing, either by letter or email to the DPO.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the information, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal information is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPO.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Trust's DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Director of People, Employee Engagement and PSTE
E: dataprotection@rmt.org