



Job Applicants Privacy Notice

As part of the recruitment process, Cyrenians collects and processes personal data relating to job applicants. This privacy notice describes how we use that data and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018, as may be amended from time to time. It applies to all job applicants who submit personal data in the form of CV's, cover letters, application forms and copies of training records/certification to Cyrenians, speculatively or in response to a job advertisement.

We collect, store and use the following personal data relating to your employment application:

- Contact details (Name, Address, Email Address, Telephone &/or Mobile Number)
- Employment and remuneration history
- Qualifications
- Proof of identity
- Right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Equality of Opportunity (Ethnicity, Gender, Age, Religion or belief, Sexual Orientation, Disability Details) under Special Categories

We may also collect personal data about you from third parties, however, we will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

Cyrenians 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment.

We may also use your personal information where we need to comply with a legal obligation, eg mandatory check of an applicant's eligibility to work in the UK before employment starts.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If you are responding to a job advert and your application is unsuccessful, Cyrenians will retain your data on file for one year after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your personal data is deleted or destroyed.

If your application is speculative and we have no suitable vacancies, your personal data will be deleted or destroyed immediately.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy notice.

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

- Access and obtain a copy of your data on request
- Require Cyrenians to change incorrect or incomplete data

- Require Cyrenians to delete or stop processing your data, eg where the data is no longer necessary for the purpose of processing
- Object to the processing of your data where Cyrenians is relying on its legitimate interests as a legal ground for processing

If you would like to exercise any of these rights, please contact our Data Protection Officer, Coventry Cyrenians, Oakwood House, Cheylesmore, Coventry, CV1 2HL, Tel 024 76228099, or at info@coventrycyrenians.org

If you believe Cyrenians has not complied with your data protection rights, you can complain to the Information Commissioners Office (ICO), the UK supervisory authority for data protection issues.