Privacy Notice

As part of any recruitment process, Survivors Network (SN) collects and processes personal data relating to job applicants in order to manage the recruitment of employees. We respect your privacy and are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations.

What information do we collect and process?

SN collects a range of information about you. This includes:

- Name, address & contact details including email and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Information about your entitlement to work in the UK;
- Equal opportunities information;
- Information regarding medical conditions, including disabilities that we may need to make an adjustment for.

We collect this data in a variety of ways, for example directly from you on application forms, identity documents, interviews or other assessments. In some cases we collect data about you from a third party such as previous employers or the DBS. We will only approach previous employers for references after we have made you a job offer unless you have consented to us contacting your named referees beforehand.

How do we protect your data?

Your personal information is held securely either in hard copy format or electronically on our IT systems (including SN's email system). SN takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused or destroyed.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

How do we use your personal information?

SN has a legitimate interest in processing your personal information during the recruitment process and for keeping records of the process. Processing applicant information enables us to manage the recruitment process and to assess a candidate's suitability for the relevant job. We may also need to process personal information from job applicants to defend legal claims.

In some cases, we will need to process your data in order to comply with our legal obligations. For example, to carry out criminal records checks to ensure individuals are permitted to undertake particular roles or check a successful applicant's eligibility to work in the UK.

SN may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and enable individuals to exercise specific rights in relation to employment.

Who do we share your information with?

Managers involved in the recruitment process including the recruiting manager, Office Manager, CEO and HR Consultant, may review your information. External IT support organisations may have access to your data as is necessary for the performance of their role. We may also share your data with previous employers in order to obtain references as well as the criminal record-vetting agency that we use to perform DBS checks.

How long do we keep your personal data?

If your application is unsuccessful, we will keep your personal information on file for 6 months for the purpose of defending any legal claims. With your consent, we may keep your personal information on file for a total of 12

months in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time. Your personal information will be securely destroyed once it is no longer required.

Your rights

You have the right to ask to see the data that we have about you, and to ask for any errors to be corrected. We will respond to all such requests within one month.

You also have the right to:

- ask for data to be deleted or stop it from being processed if it is no longer necessary to process it;
- object to the processing of your data where we rely on our legitimate interest as grounds for processing it; and
- ask us to stop processing data for a period of time if it is inaccurate or if there is a dispute about whether or not your interests override our legitimate grounds for processing it.

If you would like to exercise any of these rights, please contact Jay Breslaw, CEO, by emailing her at Jay@SurvivorsNetwork.org.uk.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

What if you do not provide personal data?

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