

Privacy Notice – Applicants

This Privacy Notice tells you what to expect when SAAtA collects personal information about you during recruitment processes for both paid and volunteer vacancies.

Who are we?

Solihull Action through Advocacy is a charity which is dedicated to supporting people to live independently and make their own choices. We do this by providing independent advocacy.

Our registered office is: **11-13 Land Lane, Marston Green, Solihull, B37 7DE.**

Our registered charity no. is: **1146073**

Our company no. is: **7945421**

We are registered with the Information Commissioner under reference: **Z2309056.**

We believe that confidentiality and trust are at the heart of all that we do and underpins the relationship between an advocate and their advocacy partner and as such, SAAtA is committed to ensuring that personal information that is shared with the charity is kept securely and that access to that information is controlled with the utmost care.

We will make sure that any personal information we hold is secure, accessible only to those who need to access it, and held for only as long as is needed. We will not transfer personal information outside the European Economic Area. We never sell, rent or trade personal information.

We have a designated “**Data Protection Officer**” (DPO) who you can contact if you would like any further information. The DPO is our Chief Executive Officer and you can contact them by email (office@solihulladvocacy.org.uk), on the telephone (0121 706 4696) or in writing (11-13 Land Lane, Marston Green, Solihull, B37 7DE).

What information do we collect about you?

We will only collect and store the information that we need in order to progress your application, make a recruitment decision, monitor our recruitment effectiveness and to communicate with you about the progress and outcome of your application.

We will collect your name, address and contact information, date of birth and other personal information such as your gender, ethnicity, sexual orientation, information about health and disability and information relating to pay, pensions and tax. You can find a full list of the types of information that we collect in our *Confidentiality and Data Protection Policy*.

How do we collect information about you?

We collect some information about you from your job/volunteer application forms that you complete as part of the application process. We will also collect other information directly

from you (for example in an interview). In addition we may receive information about you from other sources such as the referees that you supply.

Why we collect and process your information?

We have to explain the “lawful basis” for why we collect and process your personal information.

Applicants for Paid Roles

We collect and process some of your personal information on the basis of “**contract**”. This means that we need to collect and use the information in order to decide whether we wish to enter into an employment contract with you. This includes your name, address and contact information, your qualifications and employment history and will also include your bank details, performance and disciplinary records.

Other information is collected on the basis of “**legitimate interest**” which means that whilst we do not necessarily have a legal requirement to collect the information we have a good reason to collect it. This will include sensitive personal information which we use only for monitoring purposes.

Some of the information we collect is considered to be particularly sensitive. This includes your ethnicity, sexuality and religious beliefs for example. As well as having a legitimate interest in collecting this information, we also need your consent to collect and process it. We will ask you for this consent but you do not have to provide us with that information if you do not want to. This information is not used for the purposes of making a recruitment decision.

Applicants for Volunteer Roles

We collect and process your personal information for our “**legitimate interest**” which means that we do not have a legal duty to process the information but that we need to collect it in order to assess your suitability as a volunteer.

Some of the information we collect is considered to be particularly sensitive. This includes your ethnicity, sexuality and religious beliefs for example. As well as having a legitimate interest in collecting this information, we also need your consent to collect and process it. We will ask you for this consent but you do not have to provide us with that information if you do not want to. This information is not used for the purposes of making a recruitment decision.

Sharing your information

We do not share personal information belonging to applicants for paid or voluntary positions outside of SAAtA unless we have decided to appoint an individual. If we have decided to appoint you, information relating to how we use your data can be found in SAAtA’s Privacy Notice for Staff and Volunteers.

Storing your information

We will store information about you including copies of any relevant correspondence:

- Physically, in locked filing cabinets at our offices and access will only be granted to relevant members of staff with the authorisation of the Chief Executive Officer.
- Electronically, on an encrypted drive on SATa's server and access will only be granted to relevant members of staff with the authorisation of the Chief Executive Officer.

You can find further information in our *Information Security Policy*.

Data relating to unsuccessful applicants for paid positions will be retained for 6 months following the recruitment decision. After this time it will be securely disposed of.

Data relating to unsuccessful applicants for volunteering positions will not be retained unless at the request of the applicant.

You can find information about our ordinary data retention periods in our *Confidentiality and Data Protection Policy*.

Your rights about your information

Under data protection laws, you have certain rights about how your information is used. Our *Confidentiality and Data Protection Policy* contains more details information about these rights and you can also find more information from Information Commissioner's Office here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

The rights you have are:

The right to be informed - you have a right to be told that we process your data and how we use it. This privacy notice is intended to ensure that you are properly informed.

The right of access - you have the right to request a copy of the information that we hold about you. This is sometimes called a "Subject Access Request"

The right to rectification - you have a right to request a correction of data that we hold about you that is inaccurate, out-of-date or incomplete

The right to erasure - in certain circumstances you can ask for the data we hold about you to be permanently erased from our records

Right of data portability – in some circumstances you may have the right to have the data we hold about you transferred to another organisation.

The right to restrict processing - where certain conditions apply to have a right to restrict the processing rather than asking us to delete it permanently

The right to object - you have the right to object to certain types of processing

Data Breaches

A 'personal data breach' means that personal information is disclosed to, or accessed by, someone who is not authorised to see it. We make sure that our systems are secure in line with recognised standards but if a personal data breach did happen that involved your

personal information, we would tell you as soon as we became aware of it and let you know what we were planning to do about it. We would also tell the Information Commissioner's Office about it and make sure you know how to complain to the Information Commissioner's Office about the personal data breach.

Complaints

If you are unhappy with the way in which we have handled your personal data, you should first contact the Data Protection Officer (details above). You can raise a formal complaint using by following our *Complaints Policy* (available on our website or contact us for a copy).

If you are not satisfied by the result of our internal complaints process, you can contact the Information Commissioner's Office (ICO).

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 306060
Website: www.ico.gov.uk