

Privacy Notice

Job and Volunteer Role Applicants

South West Aberdeenshire CAB (also referred to as 'the bureau', 'we', 'our' or 'us') is the data controller for any personal data we process about you for the purposes set out in this notice. Our ICO registration number is Z1946138

We are committed to our data protection obligations under the UK General Data Protection Regulation and the Data Protection Act 2018 ('Data Protection Law'). This Privacy Notice sets out how the bureau processes personal data when you apply for a job or a volunteer role with us, and how long we will retain it for.

If you have any concerns about our processing of your personal data or you have a general enquiry in relation to data protection, please contact our Data Protection Officer at enquiries@swacab.org.uk

Data Protection Principles

We are committed to processing your personal data in accordance with the requirements of Data Protection Law. This means that we:

- process it fairly, lawfully and in a clear, transparent way;
- ensure it is relevant to the purposes we have told you about and limited only to those purposes;
- ensure it is correct and up to date;
- keep your data for only as long as we need it;
- process it in a way that ensures it will not be used for any purpose you are not aware of;
- process it in a way that ensures it will not be lost or accidentally destroyed.

What is Personal Data?

Personal Data: is any information that could be used to directly, or indirectly identify a living person ('data subject') such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special Category Data: means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or

data concerning a natural person's sex life or sexual orientation. When we use the term 'personal data', we mean both personal data and special category of data.

How we use your Personal Data

	Purpose	Personal Data	Where do we get it from?	Legal Basis
1	To assess your skills, qualifications and suitability for the role	<ul style="list-style-type: none"> Information you have provided on your CV, application form, covering letter and emails such as your name, address, date of birth, email and phone number Information you have provided during an interview References Data concerning health 	<ul style="list-style-type: none"> You Recruitment agencies Executive volunteer role agencies 	<ul style="list-style-type: none"> Legitimate Interests - it is in our legitimate interest to assess your application and your suitability to the role which you have applied for. Legal obligation - we will process declared medical conditions to determine whether reasonable adjustments are required for the interview or for your working environment if you are successful.
2	To communicate with you about the recruitment and selection process	Name, address, email and phone number	All parties listed in row 1.	<ul style="list-style-type: none"> Legitimate Interests - it is in our legitimate interests to communicate with you regarding the role which you

				have applied for.
3	To carry out background and reference checks, where applicable	<ul style="list-style-type: none"> • Details of your referees • References • Proof of right to work in the UK 	<ul style="list-style-type: none"> • You • Referees • Disclosure Scotland or the Disclosure and Barring Service 	<ul style="list-style-type: none"> • Legal obligation • Consent - we will obtain your consent before contacting referees and carrying out any background checks.
4	To retain records in relation to the hiring process	All personal data listed in rows 1 and 3.	All parties listed in rows 1 and 3.	Legitimate Interests - it is in our legitimate interest to retain your records in accordance with our retention policy.
5	To comply with our legal requirements	All personal data listed in rows 1 and 3.	All parties listed in rows 1 and 3.	Legal obligation
6	To consider whether we require to provide any reasonable adjustments during the recruitment process	Data concerning health	You	Legitimate Interests and performance of legal obligations in the field of employment.
7	For Equality Opportunity Monitoring and Reporting purposes	<ul style="list-style-type: none"> • Race, national or ethnic origin • Information concerning your sexual life or sexual orientation • Religious philosophical or moral beliefs 	You	<p>Consent - we will seek this information from you and will obtain your consent before processing this data.</p> <p>This is optional and while this is identifiable to you when it is initially returned to HR, we</p>

				anonymise and aggregate this data and use it only for equalities monitoring purposes. This data is not used in the candidate shortlisting process.
8	To collect CCTV footage	CCTV footage	<p>Through the use of CCTV at our premises.</p> <p>If you are invited to attend an interview at our office, CCTV images may be collected.</p>	Legitimate Interests - it is in our legitimate interest to record CCTV footage at our offices for the purposes of health and safety and prevention of crime.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Sharing your data

In some cases, data about you may be shared with us from third parties such as recruitment agencies. You should refer to the Privacy Notice of the third party for information on how they process your personal data. Only the data necessary to proceed with your application will be shared with us.

Your data will be shared with colleagues within the bureau where it is necessary for them to undertake their duties. This includes the HR department and the recruiting managers for the post you are applying for.

We may transfer personal information out with the UK. Some of our service providers process personal data we give them outside of the UK. Where this happens and the recipient country is not deemed adequate by the UK Government, then we will put in place additional measures to protect your personal data, such as contracts approved for use by the Information Commissioner's Office, and any necessary supplementary measures required under Data Protection Law.

Protecting your data

We take our obligations to protect your data seriously, and we have robust internal security and processes to protect your data against accidental loss, disclosure, destruction, and abuse.

Where we share your data with third parties, we ensure that they are UK GDPR compliant and that they implement appropriate technical and organisation measures to ensure the security of your data.

Data Retention

We will only keep your data for as long as we need it for.

Successful Applicants

- If you are successful in your job application, your data will be processed in line with the retention periods outlined in our Employee and Volunteer Privacy Notice, which will be provided to you.
- For Trustee and Committee Member recruitment if you were successful in your application but not elected by Members, we will retain your data for 15 months in case another vacancy arises.

Unsuccessful Applicants

- Unsuccessful job applicant data will be retained for seven months.
- Unsuccessful Trustee and Committee applicant data will be deleted or destroyed at the end of the appointment process.

Your Rights in Relation to Your Data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- The right of access. You can read more about this in our Subject Access Request Policy.
- The right for any inaccuracies to be corrected.
- The right to have information deleted.
- The right to restrict the processing of the data.
- The right to portability.
- The right to object to the inclusion of any information.
- The right to regulate any automated decision-making and profiling of personal data

- The right to withdraw consent where applicable

If you wish to exercise any of the rights explained above, please contact our Data Protection Officer (DPO) by emailing enquiries@swacab.org.uk

Making a Complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Last updated: 9th September 2024