



Recruitment Privacy Notice

Information for Applicants

Key Information:

Data Controller: Church Army

Church Army is providing this information in accordance with the General Data Protection Regulations ("the Regulations").

What information does the organisation collect?

As part of the recruitment process, Church Army collects and processes personal data relating to job applicants during the recruitment process. Church Army is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. In some cases, Church Army has to process data to ensure that it is complying with its legal obligations.

When you apply for a role with Church Army we collect the following data from you:

- Name and contact details, including address, phone numbers and email.
- Your qualifications, and your employment & experience history as supplied.
- If the role is eligible for a DBS, disclosure of any convictions.
- Sensitive medical data, if you disclose a disability.
- Information about your eligibility to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

If we contact your references, this can be included as data that we have collected from a third party. Church Army will only seek references with your consent and will inform you that we are doing so.

How does the organisation collect data?

The data is mainly contained within the submitted application form but may also be obtained through interviews and assessments or through any necessary identity documents. If you supply links to personal websites or social media accounts within the application form, these may also be viewed by those involved in the recruitment process.

The organisation may also collect data about you from third parties, such as references supplied by former employers, and information from criminal record checks. In most circumstances this information will only be sought once a job offer has been and you will be informed that organisation is doing so.

Why does Church Army process my data?

Church Army has a lawful and legitimate basis for processing your personal data during the recruitment process and for keeping records of this process. Processing this data

allows Church Army to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide a candidate's suitability for employment.

In some cases, the organisation will need to fulfil a legal obligation such as checking an applicant's eligibility to work in the UK before the start of employment.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting recruitment@churcharmy.org

For some roles, the organisation seeks information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than recruitment process.

You are under no obligation to provide this data for this process. However, if you do not provide the information Church Army may not be able to process your application.

Who has access to this data?

If you apply for a job directly with Church Army, then your application and data can only be accessed by the HR & Recruitment team and the interviewers involved in the recruitment process. Your information is shared internally for the purposes of the recruitment exercise only and the information that you provide will be used for recruitment only.

Where information has been shared for the purposes of equal opportunities monitoring, this will only be access by the HR Team.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share some of your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks.

When you sign and send your application form to Church Army, you consent to Church Army processing your data.

How is the data protected?

Church Army has internal policies and controls in place in order to ensure that your data is protected. Church Army will ensure that your data will not be lost, accidentally destroyed, misused, disclosed, or accessed except by employees in performance of their duties.

How long is data kept for?

We will not keep your personal data for any longer than is necessary and once it is no longer required, we will take all reasonable steps to destroy it or erase it from our systems.

Application forms for all candidates are stored for 1 year in accordance with the necessary acts. These forms should be kept for 6 months under Disability Discrimination Act 1995 & Race Relations Act 1976. In addition, there is a 1-year limitation for defamation actions under the Limitations Act.

If you are successful during the recruitment process, then any personal data collected during the process will be transferred to your personnel file and retained during your employment.

Your rights:

- In relation to us processing your personal data you have a number of rights in relation to your data, which can be exercised at any time, including a right to request a copy of the data we hold about you, known as a subject access request.
- If you would like the organisation to change incorrect data, please contact hrteam@churcharmy.org
- If you would like to exercise any of your rights in relation to data protection, please contact hrteam@churcharmy.org
- If you have any issues, questions or concerns you may have in relation to the way Church Army process your data please do not hesitate to contact hrteam@churcharmy.org
- If at any time you have any concerns about the way your data has been processed by Church Army and those concerns cannot be resolved by Church Army directly you have the right to take those concerns externally and raise them with the regulator, the Information Commissioner.