

Autism Hampshire Applicant Privacy Notice

Introduction

The General Data Protection Regulations (GDPR) is in effect from 25th May 2018.

As a job applicant to Autism Hampshire this gives you rights with respect to how your personal data is stored and used by Autism Hampshire.

Our current policies and procedures are compliant with the new legislation and employee information is used for legitimate business purposes and kept and stored in a confidential manner.

Notwithstanding, we would like to inform you of the following;

How your information will be used

Autism Hampshire (our 'organisation') collects a range of data about you during a recruitment process which will include:

- Your name, contact details and address;
- Details of your skills, qualifications, experience and employment history;
- Information regarding your right to work in the UK; and
- Details regarding your current level of remuneration and any work benefit entitlements.

This information will be collected from your CV and/or covering letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic formats (including email) on our internal IT systems and also in paper form within our HR Department. Your information may be shared internally for recruitment purposes with our hiring managers and HR team strictly for decision making purposes.

We do not share your data with any third parties. If your application is unsuccessful we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles too.

We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or

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incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

Our organisation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months, unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Subject access requests

Autism Hampshire recognises that individuals have the right to access their personal data and supplementary information and will comply with the one-month timeframe for responses set down in the GDPR. As a general rule, a copy of the requested information will be provided free of charge although we reserves the right to charge a fee of £20 when a request is unfounded or excessive, particularly if it is repetitive. If this proves necessary, the person concerned will be informed of their right to contest our decision with the supervisory authority (the Information Commissioner's Office (ICO)).

Identity and contact details of controller and data protection lead

Autism Hampshire is the controller and processor of data for the purposes of the DPA and GDPR.

If you have any concerns as to how your data is processed you can contact:

Contact & Enquiries

HR & Payroll Lead

T. 01489 880881 ext. 211

E. humanresources@autismhampshire.org.uk

A. 1648 Parkway, Solent Business Park Whiteley, Fareham, Hampshire PO15 7AH