

Applicant Privacy Notice

Introduction

The purpose of this applicant privacy notice is to explain to you the reasons which we will hold and use your personal data and explain your rights under the current data protection laws.

We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you.

Data Controller Paisley Housing Association We are registered as a data controller with the Information Commissioner and our registered number is Z6517872

Data Protection Officer

Sandra Marshall is our Data Protection Officer. To contact our DPO, please e-mail dpo@paisleyha.org.uk

Where does your personal information come from?

The organisation may collect this information in several ways which include:

- Application form completed by you
- CV you have provided to us
- Recruitment processes including information obtained from agencies
- Your identification documents you have given us
- Background checks conditional for your engagement with us
 - PVG/Disclosure/DVLA checks relating to criminal convictions/offences
- Former employers or other individuals whom you have given us permission to contact to provide us with a reference. This data will include:
 - Your work history with them, including your dates you were with them,
 - the work tasks you did,
 - your level of responsibility,
 - job title,
 - salary on leaving,
 - reason for leaving their workplace and
 - whether they would be happy to have you work for them again.
 - score for competencies for the role
- Confirmation of training qualifications

What Information do we collect?

The organisation controls and processes a range of information about you. In this privacy notice 'your personal information' means your personal data i.e. information about you from which you can be identified. This may include:

- Your name, address, and contact details including email address and telephone number, date of birth and gender
- Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces

- Information about any criminal convictions if relevant for your job. Information about your nationality and entitlement to work in the UK
- Information about your nationality and entitlement to work in the UK
- Information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information about your ethnic origin, sexual orientation and religion or belief

Where information will be stored.

The data we hold on you will be retained in hard copy and electronic format for up to one year after the position is filled and then dealt with in accordance with Paisley Housing Association's retention policy or retention guidelines from funders of grants received

Processing Personal Data

As an organisation we will process data in accordance with the following legal grounds:

Legitimate Interests:

- Run recruitment processes

Your Rights

As a data subject, you have a number of rights, as follows:

- To be informed of the personal data we hold on you
- Access and obtain a copy of all your personal data on request
- Require the organisation to change incorrect or incomplete personal data
- Require the organisation to delete or stop processing your personal data e.g. where the data is no longer necessary for the purposes; and object to the processing of your data where the organisation does not require to process it
- To personal data portability
- To object to the personal data we hold on you
- To be informed of automated decisions made in relation to you

If you would like to exercise any of the above rights, please contact Sandra Marshall – dpo@paisleyha.org.uk

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting or reporting requirements.