

## SCHT JOB APPLICANT PRIVACY NOTICE

### Data Controller:

**Stirling City Heritage Trust (SCHT), Ground Floor, Cameron House, Forthside Way, Stirling, FK8 1QZ**

As part of any recruitment process, SCHT collects and processes personal data relating to job applicants. SCHT is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does SCHT collect?

The organisation collects a range of information about you if you apply for a vacancy with us. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

SCHT may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment [including online tests].

SCHT may also collect personal data about you from third parties, such as references supplied by former employer. SCHT will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the organisation process personal data?

SCHT needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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In some cases, SCHAT needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

SCHAT has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. SCHAT may also need to process data from job applicants to respond to and defend against legal claims.

SCHAT may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, SCHAT is obliged to seek 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.

If your application is unsuccessful, SCHAT may keep your personal data on file in case there are future employment opportunities for which you may be suited for a maximum period of two years. SCHAT will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally within SCHAT for the purposes of the recruitment exercise. This includes the Trust Manager, internal interviewers involved in the recruitment process, and the Office Manager for any data administration on behalf of the Trust Manager.

Additionally, your information may be shared with any members of our SCHAT Board and Traditional Buildings Health Check (TBHC) Steering Group involved in the selection and interview process.

SCHAT will not share your data with any other third parties other than those detailed above, unless your application for employment is successful and it makes you an offer of employment. SCHAT will then share your data with former employers to obtain references for you with your permission.

SCHAT will not transfer your data outside the European Economic Area.

### **How does SCHAT protect data?**

SCHAT takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

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### **For how long does SCHAT keep data?**

If your application for employment is unsuccessful, SCHAT will hold your data on file for one year after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, SCHAT will hold your data on file for a further one year for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file [and retained during your employment]. The periods for which your data will be held will be provided to you in a new employee privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- To be informed of the personal data we hold on you
- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.
- request personal data portability.

If you would like to exercise any of these rights, please contact Dr Lindsay Lennie, Trust Manager, Stirling City Heritage Trust (SCHAT), Ground Floor, Cameron House, Forthside Way, Stirling, FK8 1QZ

If you believe that SCHAT has not complied with your data protection rights, you can complain to the Information Commissioner via the website: <https://ico.org.uk/concerns> or by telephone on 0303 123 1113.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to SCHAT during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

### **Automated decision-making**

SCHAT recruitment processes are not based solely on automated decision-making.