

Privacy Statement May 2018

Job applicants, current and former employees

Action for Children is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at recruitment@actionforchildren.org.uk

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

If you use our online application system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name, contact details and an updated curriculum vitae. We will also ask you about your previous experience, education, referees (to be provided if you are successful in securing the role) and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our hiring managers and recruitment consultants will shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will

be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Action for Children.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of nine months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will provide your email address to the relevant Disclosure Body to enable an application for a Criminal Record check via the DBS, Disclosure Scotland, or Access NI, which will verify your declaration of unspent convictions.
- We will contact your referees, using the details you provide as part of the onboarding checks, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

1. Guidant Group

Our permanent recruitment and disclosure services are outsourced to the Guidant Group (who is a subsidiary of Impellam Group Limited), they will have access to the information on eArcu for the purposes of your application for employment with Action for Children/Spring Nurseries.

Here is a link to their Privacy Notice - <https://www.guidantgroup.com/privacy>

2. eArcu

If you use our online application system, you will provide the requested information to eArcu who provide this online service for us. Once you click 'apply now' you will be taken to eArcu website and they will hold the information you submit but Action for Children will have access to it.

Here is a link to their Privacy Notice. <http://www.earcu.com/privacy>

3. Midland itrent

If you accept a final offer from us, some of your personnel records will be held on Midland itrent which is an internally used HR information system.

Here is a link to their Privacy Notice - <https://www.mhr.co.uk/privacy-policy/>

4. Collingwood Health

Collingwood Health provide our Occupational Health service. If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

We will send you a link to the questionnaire which will take you to Collingwood Health website. The information you provide will be held by Collingwood Health who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Collingwood Health.

Here is a link to their Privacy Notice - <https://collingwoodhealth.com/privacy-policy/>

5. GBG Online Disclosure, Access NI, Disclosure Scotland & Security Watchdog

The above parties complete criminal record check on behalf of Action for Children. If you are successfully selected for a role then we will provide you with instructions on how to complete these either online or via post.

Here is a link to their Privacy Notice

GBG Online – <https://www.gbgplc.com/uk/privacy-policy>

Access NI – <http://www.accessnichecks.co.uk/privacy>

Disclosure Scotland – <https://www.mygov.scot/privacy/>

Security Watchdog - <https://www.securitywatchdog.org.uk/candidate-zone>

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references. Your Right to Work check will be kept for 2 years after employment ceases.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 2 years from the closure of the campaign unless you make a request to the Recruitment Service to remove this.

Information generated throughout the assessment process, for example interview notes, is retained by us for 2 years following the closure of the campaign.

Equal opportunities information is retained for 2 years following the closure of the campaign whether you are successful or not.

eArcu and Guidant Group will provide us with management information about our recruitment campaigns. This is anonymised information which tells us about the effectiveness of campaigns, for example, from which source did we get the most candidates, equal opportunities information for monitoring purposes. This anonymised information will be retained 2 years from the end of the campaign.

How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing recruitmentservice@actionforchildren.org.uk

Your rights

Under the Data Protection legislation and GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can request to see any information we hold about you and ask to have any inaccuracies corrected. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

Action for Children tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Action for Children's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 1st June 2018

How to contact us

If you want to request information about our privacy policy or to make a complaint you can email us or write to:

Information Governance Department, Action for Children, 3 The Boulevard, Ascot Road, Watford, WD18 8AG.

If – having contacted us about the use of your personal information – you are unhappy with our response, you can register a complaint with the [Information Commissioner's Office](https://www.ico.org.uk/concerns) at: www.ico.org.uk/concerns