



Privacy Notice for Employment and Volunteering Applicants

Data protection legislation regulates the way in which information about you, received as part of applying for employment or for a volunteering role with Victim Support. This Privacy Notice sets out how we will process your personal information and applies whether your application is received directly by Victim Support, via Hireserve who provide our web-based recruitment platform, or via an agency.

1. Types of data processed

From the point at which we receive your application to work or volunteer with Victim Support we maintain and process information about you for the purposes of reaching and communicating a recruitment decision and production of an offer of employment or a volunteer role with Victim Support as appropriate. We keep several categories of personal data on prospective employees and volunteers including:

- I. Personal details such as name, address, email, phone numbers.
- II. Your gender, ethnicity, information of any disability you have or other relevant medical information.
- III. Right to work documentation.
- IV. Other information gathered via the recruitment process such as that entered into an application form, CV or included in a CV cover letter.
- V. References from former employers.
- VI. Details on your education, employment history and professional qualifications.
- VII. Driving licence details if relevant.
- VIII. Disclosure and Barring Check and/or Police Vetting report.
- IX. Details of criminal convictions.
- X. Interview notes and selection test results.
- XI. Correspondence including letters of offers and acceptance or letters to inform you that you have not been successful.

2. Collecting your data

You provide personal data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.

3. Lawful basis for processing your data

The law on data protection allows us to process your data for certain reasons only. Most of the information processed in the recruitment process is done so with your explicit consent.

The information below categorises other types of data processing we undertake and the lawful basis we rely on.

Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees and volunteers	Legal obligation
Making recruitment decisions	Legal obligation, our legitimate interests
Making decisions about salary and other benefits	Legal obligation, our legitimate interests
Making decisions about contractual benefits to provide to you	Legal obligation, our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against us	Legal obligation, our legitimate interests
Preventing fraud	Legal obligation

4. Special categories of data

Special categories of data are data relating to your:

- a. health
- b. sex life

- c. sexual orientation
- d. race
- e. ethnic origin
- f. political opinion
- g. religion
- h. trade union membership
- i. genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

6. Failure to provide data

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering a contract of employment or volunteering arrangement with you. This could include being unable to offer you employment or administer contractual benefits.

7. Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role.

8. Who we share your data with

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

We may share your data with third parties as part of a restructure, or for other reasons to comply with a legal obligation such as TUPE. We have a data processing

agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

Future employers, for reference purposes, with your consent.

We do not share your data with bodies outside of the European Economic Area.

9. Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

10. Retention periods

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees and volunteers. We have separate privacy notices for employees and volunteers, which will be provided to you.

11. Automated decision making

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

12. Your rights

You have the following rights in relation to the personal data we hold about you:

- I. the right to be informed about the data we hold about you and what we do with it.
- II. the right of access to the data we hold about you.
- III. the right for any inaccuracies in the data we hold about you to be corrected.
- IV. the right to have data deleted in certain circumstances.
- V. the right to restrict the processing of data.

In addition to the above rights, you also have the right to withdraw consent, that you have previously provided, to our processing of your data at any time.

Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact the Victim Support Data Protection Officer dpo@victimsupport.org.uk

13. Making a complaint

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

You can find more information on how Victim Support processes personal information on the [VS website](#)