

# Job Applicant Privacy Notice

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## Data Controller

The Sea View Trust

## Data Protection Officer

HY Education

## Introduction

As part of any recruitment process, The Sea View Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under UK data protection legislation.

## What information does the Trust collect?

The Trust collects a range of information about you. This may include your personal details (name, address, contact details, date of birth and gender), qualifications, skills, experience and employment history, right to work information, criminal record information, health information where relevant, and equal opportunities monitoring data.

## How is your information collected?

The Trust collects personal data in a variety of ways including through application forms, identification documents, interviews, references and background checks such as Disclosure and Barring Service (DBS) checks where required.

## Why does the Trust process personal data?

The Trust processes personal data to manage the recruitment process, assess suitability for employment, comply with legal obligations and maintain records. Processing is carried out in line with lawful bases under UK GDPR, including steps prior to entering into a contract, compliance with legal obligations and legitimate interests.

## Who has access to your data?

Your information may be shared internally with those involved in the recruitment process, including interview panels and managers. The Trust may also share your data with referees,

employment background check providers and the Disclosure and Barring Service where required.

### **How does the Trust protect your data?**

The Trust takes the security of your data seriously and has appropriate policies and controls in place to prevent loss, misuse or unauthorised access.

### **How long does the Trust keep your data?**

If your application is unsuccessful, the Trust will retain your personal data for a period of 6 months following the end of the recruitment process. This is to enable the Trust to demonstrate fair and transparent recruitment processes, respond to any queries or challenges, and meet relevant legal obligations. At the end of this period, your data will be securely deleted.

If your application is successful, your personal data will be transferred to your personnel file and retained in accordance with the Trust's records retention policy.

### **Your rights**

You have the right to request access to your personal data, request correction of inaccurate data, request erasure or restriction of processing where appropriate, and object to processing where the Trust relies on legitimate interests. To exercise your rights, please contact the Trust at [trustoffice@theseaviewtrust.org.uk](mailto:trustoffice@theseaviewtrust.org.uk). You also have the right to lodge a complaint with the Information Commissioner's Office.

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

You are not under a statutory or contractual obligation to provide your personal data during the recruitment process. However, if you do not provide the required information, the Trust may not be able to process your application.