

## CANDIDATE PRIVACY NOTICE

With the advent of the European Union General Data Protection Regulations (“GDPR”) which come into effect on 25 May 2018, employers are now required to inform employees and prospective employees with information regarding what they hold on record for employees and how this information may be used and shared.

As part of our recruitment process, Care Visions collects and processes personal data relating to candidates applying for jobs. The organisation is committed to being transparent about how it collects and uses that data and to meeting the requirements of GDPR.

### What Information do we collect and retain about you?

The Regulations define **personal data** as *“any information relating to an identified or identifiable natural person (“data subject”); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.”*

Personal data relating to you can include the following:

- your name, address and contact details, including personal email address and telephone number;
- details of your employment history, skills and experience, training and qualifications;
- information to confirm your identity with regards to ensuring your entitlement to work in the UK and for the purposes of obtaining relevant disclosures should you be progressed;
- 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; and

The Regulations define **special categories** of personal data (sensitive personal data) as information relating to racial or ethnic origin, nationality, religion, gender, sexual orientation, health/medical information and biometric data.

Special categories of information that we hold relating to you at the recruitment stage will include:

- whether or not you have a disability for which the organisation need to make a reasonable adjustment for during the recruitment process.

Should you be offered employment on a conditional basis with Care Visions, we will also collect personal data about you from third parties in the form of references from previous employers, and obtaining information from Disclosure Scotland (or other vetting service) regarding your suitability to work with vulnerable groups. You will be informed when we need to do this.

## **How do we collect information about you?**

Care Visions may collect information in a variety of ways which can include:

- Application Forms or CVs
- Information obtained during the screening, interview and assessment process by the interview panel
- ID documents and other documents and certificates provided by you

## **How your information will be used/processed?**

Generally, you will have provided the data to Care Visions in response to a vacancy posting that you have seen. Care Visions need this data to make informed recruitment decisions and to ensure that we meet our legal obligations at this stage which is to ensure your right to work in the UK.

Care Visions has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. This allows us to make informed recruitment decisions, assess and confirm a candidate's suitability for employment and decide to whom to make a job offer to. We may also need to process this data from job applicants to respond and defend against any legal claims should they arise at this stage.

We may also collect information about whether or not applicants are disabled in order for us to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Care Visions may keep your personal data on file in case future employment opportunities for which you may be suited arise, this is generally held on file for than 6 months before it is destroyed. We will ask for your consent before keeping your data for this purpose, and you are free to withdraw your consent at any time.

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

Your information may be shared internally for the purposes of the recruitment process. This includes members of the Human Resources and Recruitment Team, interviewing panels involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and Disclosure Scotland (or other vetting service) to ensure we meet our Safer Recruitment Policy.

### **How are my records kept secure and how are they destroyed?**

Your data will be stored in a range of different places, including your application documents, on our IT systems or on our Human Resources Management System Recruitment module (Cascade). As many of our recruitment needs are advertised through third party website with the primary one being Indeed, information is stored on that system for the purposes of our recruitment processes.

All paper records are kept securely with paper files being kept under lock and key in immovable storage cabinets, with keys being securely stored and can only be accessed by authorised persons. Electronic files are kept on our secure systems such as Cascade to which access is only granted to authorised persons who have a unique user ID and password to the system.

Destruction of records once the recruitment process has concluded are done in a safe and secure method, and any records stored with your permission for future vacancies are retained in a secure manner and then securely destroyed at the end of the period.

If, in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information at that time.

### **How long will Care Visions retain data?**

If your application for employment is unsuccessful, Care Visions will hold your data on file for a maximum period of six (6) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is securely deleted or destroyed. You will be asked when you submit your application whether you give us consent to hold your details for the full 6 months in order to be considered for other positions or not.

If your application for employment is successful and you are offered and accept a position with Care Visions, all the information obtained about you during the recruitment process will be retained and transferred to your Human Resources File and retained for the duration as specified in our Records Retention Policy. The period for which your data will be retained will be provided to you in a new privacy notice.

### **What are your rights?**

Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. If you have provided consent for the processing of your data you have the right to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

If you would like to exercise any of these rights, please contact:

Data Security & Protection Lead  
Care Visions,  
Bremner House,  
Castle Business Park,  
Stirling  
FK9 4TF

Email: [DataProtectionLead-CS@carevisions.co.uk](mailto:DataProtectionLead-CS@carevisions.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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

You are under no statutory or contractual obligation to provide any data to Care Visions during the recruitment process. However, if you do not provide the information, we may not be able to process your application further.