

One25 Recruitment Data Privacy Statement

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

One25 is committed to protecting the privacy and security of your personal information. All of the information you provide during the recruitment 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 an 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, why and who has access to it?

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 do not have to provide what we ask for but it might affect your application if you don't.

- **Application:** We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.
- **Equal Opportunities Monitoring:** You will also be asked to provide equal opportunities information anonymously. This is not mandatory information and it will not be connected to your application in any way. If you don't provide it, it will not affect your application. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.
- **Assessments:** We might ask you to participate in assessment exercises, 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. On occasion, we might utilise external third-party testing services for pre-employment screening or testing. We will always notify you if this is required, advise you of the personal information they may require and seek your permission to share this

information with the third-party in order to proceed with the testing. The recruiting panel will have access to this information to consider when making decisions about appointing the most suitable candidate.

- **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 right to work in the UK – you will be asked to attend our office with original documents, we will take copies
 - Proof of your qualifications – you may 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 details to third party DBS provider for the purposes of background checking which will verify your declaration of unspent convictions
 - We will contact your referees, using the details you provide in your application, to directly obtain references

Our HR team and the recruiting managers will have access to this information.

- **Final offer:** 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

How does One25 protect applicant data?

One25 takes the security of your data seriously. We have 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 specific employees with our organisation in the proper performance of their duties. All applicant detail is processed and stored within secure email systems, servers with defined access controls and, if appointed, on One25's secure HT IT system.

For how long does One25 keep applicant data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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 employee data is held will be provided to you in a separate Employee Privacy Notice.

Your rights

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

- access and obtain a copy of your data on request;
- require One25 to change incorrect or incomplete data;
- require One25 to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where One25 is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact DataProtection@one25.org.uk.

If you believe that One25 has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What happens if you do not want to provide your personal data?

You are under no obligation to provide data to One25 during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Reviewed By	Josie Thurston, Organisational Support Manager
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