

# Privacy Notice for Employment Applicant



Your privacy is important to us. To be able to process your application for employment we will need to process your personal data. Some of our other activities have separate Privacy Notices in line with our Privacy Policy which are available on our Website or from the contact details below.

United Welsh Housing Association Ltd

Y Borth

13 Beddau Way

Caerphilly

CF83 2AX

Tel: 02920 858 100

Email: [tellmemore@unitedwelsh.com](mailto:tellmemore@unitedwelsh.com)

Our Data Protection Officer is Nia Roblin, Company Secretary and you can contact her on the details above.

## How we use your personal information?

Most of the information we use is information you have given us directly about yourself. However, some may be information that we are given by a third-party organisation such as when we undertake reference or pre-employment checks like DBS.

Information category	Why do we need it?	Legal bases
<b>Basic details such as*:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>E-mail address</li> <li>Phone number</li> <li>Date of Birth</li> </ul>	To be able to process your application for employment with us and be able to comply with our legal obligations as a potential employer.	<ul style="list-style-type: none"> <li>Contract (pre contract)</li> <li>Legal Obligation</li> </ul>
	To be able to contact you as part of reviewing the processes and services we offer and ensuring we are meeting the needs of our applicants, tenants and our Communities.	<ul style="list-style-type: none"> <li>Legitimate Interest</li> </ul>
	If you have registered for Job Alerts - to be able to provide relevant job alerts to you.	<ul style="list-style-type: none"> <li>Legitimate Interest</li> <li>Consent</li> </ul>
<b>Special Categories such as*:</b> <ul style="list-style-type: none"> <li>Health Information</li> <li>Criminal Convictions</li> <li>Equality &amp; Diversity Information</li> </ul>	To be able to process your application for employment with us and to promote action in line with our equality, diversity and inclusion pledges.	<ul style="list-style-type: none"> <li>Contract (Pre Contract)</li> <li>Legal Obligation</li> </ul>
	We are legally required to ensure we do not discriminate against any groups of protected characteristics.	<ul style="list-style-type: none"> <li>Legal Obligation</li> </ul>
	To be able to review the process and services we offer and ensure we are meeting the needs of our applicants, tenants and our communities.	<ul style="list-style-type: none"> <li>Legitimate Interest</li> </ul>

<b>Employment History and Information</b> CV/Covering letter or application information	To be able to process your application for employment with us and to be able to process your application for employment with us and keep you informed as and when other suitable vacancies arise, within an acceptable time frame.	<ul style="list-style-type: none"> <li>• Contract (Pre Contract)</li> <li>• Legal Obligation</li> <li>• Legitimate Interest</li> </ul>
	To be able to review the process and services we offer and ensure we are meeting the needs of our applicants, tenants and our communities.	<ul style="list-style-type: none"> <li>• Legitimate Interest</li> </ul>
<b>Familial or relationship data such as:</b> Relations to members of United Welsh Staff or Board	To be able to process your application for employment with us and be able to comply with our legal obligations as a potential employer.	<ul style="list-style-type: none"> <li>• Contract (Pre Contract)</li> <li>• Legal Obligation</li> </ul>
	To be able to review the process and services we offer and ensure we are meeting the needs of our applicants, tenants and our communities.	<ul style="list-style-type: none"> <li>• Legitimate Interest</li> </ul>

United Welsh is committed to being a diverse and inclusive employer and to promote action in line with our equality, diversity and inclusion pledges. Two of the ways we do this is by taking part in the Disability Confidence Scheme and using the Rooney Rule during shortlisting.

Disability Confident: Encourage applications from disabled people by offering them an interview if they meet the essential criteria for the job (this is the description of the job set by the employer).

Rooney Rule: Black, Asian and minority ethnic applicants who meet the essential criteria, as outlined in the Job Profile, will be invited to interview.

If you would rather we did not use these approaches during your application, you can opt out on our application system when you are completing your details.

## Who do we share your personal data with?

To facilitate the employment application process, we may also share your personal data to manage the pre-employment checks process such as reference requests and Disclosure and Barring Service Checks.

We will only do this if there are laws that allow us to do so or we have a legitimate interest in doing so, when we are confident that you would reasonably expect us to.

We may also share your information when you have given us explicit consent to share your information

## How long do we keep your information?

The length of time we keep your information for will depend on why we need to process it. We will keep it in line with our retention schedule, legislative requirements and best practice guidance until the data is no longer needed for the purpose it was collected. Following this the information will be destroyed and disposed of in a secure manner. If we are required to keep the information for statistical purposes, we will anonymise or pseudonymise it where possible.

For unsuccessful applicants we will keep your application on file for 6 months to be able to provide a Talent Pool process where will consider you against the minimum criteria for any other jobs we have during that time period and invite to you to apply for any that may be suitable. After this your data will be

deleted in line with our policies and procedures. If you do not want to be part of the Talent Pool please let us know.

For successful applicants who become employees of United Welsh or Celtic Horizons Ltd, your data will be held in line with our Employee Privacy Notice which is available on our website. or completed. When we are using your information based solely on your consent, you also have the right to withdraw this consent at any time by contacting us.

## Your Individual Rights

You have a number of individual rights under the General Data Protection Regulation (GDPR).

You have the right to access the personal information that we process about you. If you believe the personal information we hold on you is inaccurate or incomplete, you have the right to have it corrected or completed. Where we are using your information based solely on your consent, you also have the right to withdraw this consent at any time by contacting us.

You also have the right, in certain circumstances, to block the processing of your data, object to some types of processing or even have your data deleted or in some cases transferred to another organisation of your choice.

More information about all of these rights can be found from our website or by visiting [www.ico.org.uk](http://www.ico.org.uk)

## Storage of your personal data

To enable us to process your application for employment with us we will store your personal data on a number of electronic systems. Some of these systems are held on site in our privately owned corporate network or in a Cloud based service. Where the latter happens we work closely with the providers to ensure the security of your information is in line with legal requirements. We also use paper records when necessary. These are held in locked storage that is only accessible by relevant members of staff until they can be digitised and the paper disposed of securely. None of your information is ever stored or shared outside of the European Economic Area.

## Not happy with any of this?

If you are not happy with any of the ways we handle your data then please tell us using the contact details above.

If you are still not happy you are able to complain to the UK's supervisory authority for data protection – the Information Commissioner's Office by visiting [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by phoning them on 0303 123 1113.