Privacy Notice – Job Applicants

Data controller:

Money Advice Trust

Data protection officer:

Head of Compliance and Risk
Email: DPO@moneyadvicetrust.org

Collection and processing of your data

As part of any recruitment process, the 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.

Information the Trust collects and processes

The Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The Trust collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Trust will also collect personal data about you from third parties, such as references supplied by former employers. The Trust will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems, the HR drive and on other IT systems (including email).

Why does the Trust process personal data?

The Trust needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

Where the Trust relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

For safeguarding reasons, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. For more information please see the Safeguarding Policy.

The Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers 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.

The Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with former employers to obtain references for you.

The Trust will not transfer your data outside the European Economic Area.

How does the Trust protect data?

The Trust takes the security of your data seriously. It has 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 our employees in the proper performance of their duties. More information is contained in our Data Retention Policy and Data Security Policy which is available from our Data Protection Officer DPO@moneyadvicetrust.org.

Our recruitment software is an inclusive recruitment system and personal details are redacted from your application until after the shortlisting stage. This is in the interests of removing any unconscious bias from the recruitment process.

For how long does the Trust keep data?

If your application for employment is unsuccessful, we will hold your data on file for 15 months, as set in our ATS, after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

Where we place you in a Talent Pool (for example where you have met the benchmark score but we have no more vacancies due to the volume of high scoring successful candidates) the Trust will also keep your data for 12 months so that we can contact you when further vacancies arise.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your electronic HR file and retained during your employment. The periods for which your data will be held are outlined in the Employee Privacy notice.

Your rights

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

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust 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 the Trust is relying on its legitimate interests as the legal ground for processing; and
- ask the Trust to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Trust's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer – the Trust's Head of Compliance and Risk on DPO@moneyadvicetrust.org

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner. In circumstances where you may wish to do so, please speak to Martyn Stephens in the first instance. You can contact the Information Commissioner's Office directly and full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.