



Recruitment Privacy Notice

Introduction

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

Barnsley CVS is pleased to provide the following Recruitment Privacy Notice:

Personal Data

Barnsley CVS uses the information collected from you to contact you regarding the status of your application. In completing and signing the application form provided you are consenting to Barnsley CVS holding your personal details for a period of 6 months (for unsuccessful applicants) in line with our document retention policy.

Legal basis for processing any personal data

To comply with the Equality Act 2010, the ACAS Code of Practice 2009 for Recruitment and Selection and prevailing Employment/Asylum and Immigration Laws

Legitimate interests pursued by Barnsley CVS.

To administer recruitment protocol.

Consent

Through agreeing to this privacy notice you are consenting to Barnsley CVS processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing privacy@barnsleycvs.org.uk or by writing to us, see last section for full contact details.

Data storage

Data is held in the UK using different (multiple) servers. Barnsley CVS does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst Barnsley CVS is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.

- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that Barnsley CVS refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

Barnsley CVS at your request can confirm what information it holds about you and how it is processed.

[You can request the following information:](#)

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Barnsley CVS or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

[To access what personal data is held, identification will be required](#)

Barnsley CVS will accept the following forms of ID when information on your personal data is requested

- a copy of your national ID card
- driving license
- passport
- birth certificate
- and a utility bill not older than three months.
- A minimum of one piece of photographic ID listed above and a supporting document is required.

If Barnsley CVS is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to privacy@barnsleycvs.org.uk or by phoning 01226 770610 or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Barnsley CVS or its partners, you have the right to complain to the Barnsley CVS Chair. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

The details for each of these contacts are:

FAO The Chair

Barnsley CVS, Priory Campus, Pontefract Road, Barnsley, S71 5PN

Telephone 01226 770610 or email privacy@barnsleycvs.org.uk

Data Protection Regulator

Information Commissioner's Office

Wycliffe House, Water Ln, Wilmslow SK9 5AF

Telephone 0303 123 1113 or email by following this link <https://ico.org.uk/global/contact-us/>