Job Applicant Privacy Notice October 2024

As part of our recruitment process, the North West Coastal Forum collects and processes personal data relating to job applicants. We need to do this to ensure that we can comply with our legal obligations with regard to employment and other law.
You are under no obligation to provide us with personal data during the recruitment process however if you do not we may not be able to process your application properly, or at all.

What data do we collect?

Personal data we collect from your application includes:

- Name
- Address
- Contact details (telephone/email)
- Information about your experience, work history, qualifications and skills

It may also include:

- National Insurance number
- Your entitlement to work in the UK
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Equality and Diversity monitoring information if you choose to complete the optional form. This information is anonymous and will not be seen by people assessing your suitability for the job. It will only be used to build an accurate picture of the workforce in encouraging equality and diversity and to ensure we are not discriminating under the Equality Act 2010.

Information will arise from various sources including:

- Your application (e.g. Application form or curriculum vitae, covering letter
- Supporting documents such as qualification certificates, passport
- The job interview and other assessment processess
- Referees supplied by you to support your application. Information will only be sought from referees once a job offer has been made to you.
- If appropriate, information from criminal records checks.

How will we use your data and who may see it?

We will not use your data for any purpose other than the recruitment process for the job for which you have applied and, if you are successful, for managing your employment, for example contract and payroll.
Data from your job application covering letter, curriculum vitae or application form and any interview/assessment process will be shared with North West Coastal Forum Trustees who form the interview and appointment committee. They will not see the Equality and Diversity Monitoring Form. The Trustees will keep all data secure and confidential and will delete/destroy your data once the application process is complete and the post is filled.

Data will be held by the North West Coastal Forum beyond this time – see below.

Should you be successful in applying for the post data will be used for the purposes of drawing up an employment contract with you and necessary personal data may be passed to a third party payroll & Human Resources (HR) provider to enable payment of salary and other HR management but will be safeguarded at all times under the terms of a contract between that provider and the North West Coastal Forum.

If your application for employment is unsuccessful, the North West Coastal Forum will hold your data on file for 12 months after the end of the relevant recruitment process, after which your data will be deleted / destroyed.

Safeguarding your data

Great care is taken to ensure the safety of data held by the North West Coastal Forum. All personal data files are password protected and any computer equipment used to process the data has up to date internet security software protection. Any paper records of data are held securely and disposed of securely.

Accessing or amending your information

Under the General Data Protection Regulations 2018 legislation you have a number of rights with regard to your data.

You may at any time – now or in the future - request to see a copy of the information that we hold about you and to ask for it to be amended or deleted. Such requests should be sent to the Chair of the North West Coastal Forum, Caroline Salthouse, at info@nwcoastalforum.org.uk . We will send you the information or make any requested change or deletion within 28 calendar days of receiving the request. We may make a small charge to copy the information but there is no charge for amending or updating your details, or for deleting them.

You may also require us to stop using your data or object to the use of your data where we are relying on 'legitimate interest' as a basis for using your data.

Questions or complaints about data handling

If you have any questions or complaints about the way your data is being held or used contact the Chair of the North West Coastal Forum, Caroline Salthouse, at info@nwcoastalforum.org.uk. Caroline will look into your query or complaint and respond within 28 calendar days.

If you are still unhappy about the way your data is being handled you have the right to complain to the Information Commissioner's Office at https://ico.org.uk/concerns/ .