

Careers and Job Applications

The Percy Hedley Foundation regularly advertises career opportunities across our various services, both internally and externally.

Information collection

Information you give us.

Via our online portal ATS (application tracking system) you can view and apply for jobs. This will include providing personal information such as; full name, date of birth, address, email, and telephone number. We will also require your qualification and employment history.

Due to application procedures we will also need to collect some further mandatory personal information that is more sensitive, such as; National Insurance Number and any criminal convictions.

There is also an *optional* section which will ask your; age, gender, sexuality, nationality, ethnicity, disability and religious beliefs. Please note; you do not have to complete this section which is solely used for statistic purposes.

Information from third parties.

During the application process you will be required to provide contact details for references for instance previous employers and a personal reference, although we will only contact these prior to interview with your consent to do so.

How we will use your information

The information we receive from you and third parties (wherever ahead of any interview or after a successful application); will be used to verify your identity, qualifications and experience so we can satisfy ourselves you are the right person for the role you have applied for.

The categories of information that we collect, hold, use and share include:

- Personal information (such as name and address)
- Characteristics (such as age, gender, and nationality)
- Personally identifiable information (such as your National Insurance Number)
- Special Category information (such as sexual orientation)
- Criminal Offence data (such as driving convictions, criminal records)

Legal basis for our processing

As the data controller when we collect your personal information, we will make sure this is only done in accordance with an appropriate legal basis, alongside an additional special category legal basis under data protection laws. This means we will never process your information without a legal basis to do so.

Our legal basis for processing your information is – *processing is necessary for the **performance of a contract** to which the data subject (you) is party or in order to take steps at request of the data subject (you) prior to entering into a contract.* (Article 6 (b) GDPR).

During the application process we will ask you optional (special category data) questions relating to your **sexual orientation, racial or ethnic origin; and religious or philosophical beliefs** this information is for statistical purposes only, and **not mandatory**. Therefore if you provide this information it will be processed only with your **consent** to do so (as below).

For the above type of processing our legal basis for processing your information is – *the data subject (you) has given **consent** to the processing of his or her personal data for one or more purpose (Article 6 (a) GDPR), and*

Our additional **special category condition** for processing is - *the data subject (you) has given **explicit consent** to the processing of those personal data for one or more specified purposes (Article 9 (a) GDPR).*

This is in accordance with the **DPA 2018 schedule 1 Condition**; Part 1, this condition is met if the processing is necessary for **Equality of opportunity or treatment** (a) is of a specified category of personal data, and (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.

During our recruitment process we will ask you to disclose your **ethnicity, sexual orientation as well as any cultural and/or religious beliefs**, however, **this is not mandatory, and therefore you do not have to disclose this information**. If you do this information will be used for anonymised statistical purposes only.

Our legal basis for this processing is – *the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes (Article 6 (a) GDPR), and*

Our additional **special category condition** for processing is - *the data subject (you) has given **explicit consent** to the processing of those personal data for one or more specified purposes (Article 9 (a) GDPR).*

This is in line with the **DPA 2018 schedule 1 Condition**; Part 2, **Equality of opportunity or treatment** – *this condition is met if the processing (a) is of a specified category of personal data, and (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.*

Recipients and disclosing your personal information

Where appropriate, HR will share your personal information internally between relevant departments within the Foundation. For instance, so the relevant Manager (s) can review your application prior to vetting for interview.

If your application is successful for interview your application will be shared with the interview panel. In most cases the interview panel will be made up of internal Percy Hedley employees, however, in some instances we may invite trusted third party professionals to join the panel.

In these instances your personal information will be shared with these professionals prior to interview, but we will only share via a secure encrypted method and will ensure the deletion of your documents immediately after interview.

Keeping your personal information

We keep your personal information only for as long as required to operate the service in accordance with a legal, regulatory, or specific business purposes. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

For non-successful job applications we will retain for a maximum period of 12 months.

If your application is successful your application will form part of your employment record and be retained in line with our internal retention schedule. Once formally employed you will have access to the Foundations internal Privacy Notice which will explain how we will continue to use and store your personal information in more detail.

ⁱ *Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of generic data, biometric data for the purposes of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation (Article 9 Processing of special categories of personal data)*