

Data Privacy Statement for Job Applicants

Personal data

During the recruitment process you have provided some personal information in connection with your application. This data privacy statement relates to that information.

What personal data do we hold?

In connection with your application you have provided, and we will hold

- your name, address, and contact details including your telephone number, email address and/or social media identity;
- Details of your qualifications, skills, experience and employment history;
- Information about your entitlement to work in the UK;
- Details of any relevant criminal convictions.

How is your personal data kept safe?

Your details are on our main computer system which is password protected and only accessible to those trustees and staff involved in the recruitment process. Any paper copies will be kept in a secure locked cabinet when not being reviewed.

What is your data used for?

Your data is only used to contact you in connection with your application for a vacancy at Taunton foodbank.

Does the foodbank have a right to your data?

Under Data Protection legislation, the foodbank needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “legitimate interest”. It is reasonable (“legitimate”) for us to keep your data in order to process your application.

Who can see your data?

The only people who have access to your data are the foodbank manager and trustees involved in the recruitment process. We are as careful as possible to make sure no one else has access to your data. If your application for employment is successful and Taunton Foodbank make you an offer of employment, then the organisation will share your data with those you have identified as referees.

How long will your data be kept?

Your details will be kept for a period of 6 months from the closing date of the recruitment exercise. After that date they will be deleted or destroyed and removed from our system.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for employment purposes.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact the foodbank manager: Sue Weightman on 01823 270316 or by email at sue@taunton.foodbank.org.uk

What rights do you have?

You have a number of rights under Data Protection legislation:

1. Right to know what data we hold

You have a right to know what personal data we hold.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. Right to have a copy of the data we hold

You can ask for a copy of the data we hold about you. This is called a “subject access request”.

If you make a “subject access request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. Right to object

You can object if you think we are using your data in the wrong way.

You can also object if you think we don't have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner's Office.

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. Right to have your data corrected

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. Right to be forgotten

We promise to remove your data after six months. You have a right for this to happen, because we don't need to keep your data any longer than six months. You also have a right to request that we delete your personal information before six months if there is no compelling reason for us to continue using or holding this information.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you.