**Candidate Privacy Notice**

**What is the purpose of this document?**

CFC is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being provided a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (*(EU) 2016/679*) (GDPR).

**Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

Used lawfully, fairly and in a transparent way.

Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

Relevant to the purposes we have told you about and limited only to those purposes.

Accurate and kept up to date.

Kept only as long as necessary for the purposes we have told you about.

Kept securely.

**The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

The information you have provided to us in your CV.

The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.

We may also collect, store and use the following types of more sensitive personal information:

Information about your health, including any medical condition, health and sickness records.

Information about criminal convictions and offences.

**How is your personal information collected?**

We collect personal information about candidates from the following sources: you, the candidate; recruitment agencies; background check providers, from which we collect the following categories of data; Disclosure and Barring Service in respect of criminal convictions; your named referees.

**How we will use information about you**

We will use the personal information we collect about you to: assess your skills, qualifications, and suitability for the role; carry out background and reference checks, where applicable; communicate with you about the recruitment process; keep records related to our hiring processes; and to comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to the role being recruited for.

We also need to process your personal information to decide whether to enter into contract of employment with you.

Having received your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role.

**How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

**Information about criminal convictions**

We envisage that we may process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

**Automated decision-making**

You will not be subject to automated decision-making.

**Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

**Data retention**

**How long will you use my information for?**

We will retain your personal information for a period of 12 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

**Rights of access, correction, erasure, and restriction**

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

**Request access** to your personal information (commonly known as a "data subject access request").

**Request correction** of the personal information that we hold about you.

**Request erasure** of your personal information.

**Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

**Request the restriction of processing** of your personal information.

**Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Head of Finance and Operations in writing.

**Right to withdraw consent**

In applying for this role, you provided consent to us via our application form to process your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Head of Finance and Operations. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

**Data protection officer**

If you have any questions about this privacy notice or how we handle your personal information, please contact the Head of Finance and Operations. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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| I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of CFC's Candidate Privacy Notice and that I have read and understood it. |
| Signature  ……………………………………………… |
| Name |
| ………………………………………………… |