

Canal & River Trust Privacy Schedule for Applicants

As part of any recruitment process, the Canal & River Trust collects and processes personal data relating to job applicants through iCIMS, our third-party Applicant Tracking System. The Canal & River Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The Canal & River Trust is the data controller for your personal information. Our registered offices are; The Canal & River Trust, First Floor North, Station House, 500 Elder Gate, Milton Keynes, MK9 1BB. We are a registered charity and our registration number is 1146792. We are registered with the Information Commissioner and our registration number is Z3116902. You can contact our Data Protection Officer by emailing information.request@canalrivertrust.org.uk.

What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address, telephone number & Skype contact details;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- information about your Criminal Record status (where required to meet safeguarding legal obligations); and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. These employment screening checks may be conducted directly by the Canal & River Trust HR Team using locally generated forms, or through Procius, our third-party Data Processor of employment screening checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record in our Applicant Tracking System, iCIMS, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process your personal information to decide whether to enter into a contract of employment with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation processes health information to assess applicants' ability to perform the role applied for and if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations under the Equality Act 2010 and exercise specific rights in

relation to employment. We also collect health information for the same purposes once a job offer has been made and accepted, referred to as our New Starter Medical. All medical data collected is retained by our medical health professional service provider Medigold and may be shared with us under the terms of our employee privacy schedule.

Where the organisation processes other special categories of data, such as information about ethnic origin and sexual orientation, this is for equal opportunities monitoring purposes and applicants are not required to complete this information.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its legal obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, our Applicant Tracking System provider & its IT staff, if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, our occupational health provider for New Starter Medicals to be conducted, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file in relation to the vacancy you applied for, for no more than 1 month after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in our employee privacy notice.

Your rights

As a data subject, you have a number of rights.

- You have a right to be informed how we are using your personal data. This is known as the right to be informed.

- You can request a copy of the information we hold about you, which will be provided to you within one month. This is known as a right of access.
- You have a right to update or amend the information we hold about you if it is wrong. This is known as the right of rectification.
- You can ask us to stop using your information if you think that the personal data we hold about you is inaccurate or we have done something unlawful with your personal data. This is known as the right to restrict processing.
- Ask us to delete your personal information from our records. This is known as the right to be 'forgotten' or erasure.
- You can object to the processing of your information
- You can obtain a copy of the personal information that you have supplied in a machine-readable format this is known as the right to data portability.
- You can request that your information is not to be subject to a decision when it is based on automated processing.

Some of these rights are dependent on the legal basis under which your information is being processed. For more information of your rights please see the [Information Commissioners website](#).

If you would like to use any of your rights or have a privacy concern please contact the Trusts Information Officer Melissa Ashdown-Hoff via email information.request@canalrivertrust.org.uk or by writing to The Information Officer, The Canal & River Trust, Fearn's Warf, Neptune Street, Leeds, LS9 8PB.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you choose not to provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based on automated decision-making.