



Canal & River Trust

Making life better by water

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 Trust 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 Trust 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 Trust 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 Trust 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 Trust is obliged to seek information about criminal convictions and offences. Where the Trust 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 Trust will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Trust 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 Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Trust 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 Trust will not transfer your data outside the European Economic Area.

How does the Trust protect data?

The Trust 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 Trust keep data?

If your application for employment is unsuccessful, the Trust 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 Trust to keep your personal data on file, the Trust 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.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you choose not to provide the information, the Trust 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.