

**LINTHOUSE HOUSING ASSOCIATION**

**Fair Processing Notice – Job Applicants**

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

**How we use your information**

The information we collect from you will in the main be basic personal and contact details which we require to carry out our functions as a Registered Social Landlord. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.

We may collect the following personal information about you:

* Your personal details: name, address, date of birth.
* Your contact details: home telephone number, mobile phone number and email address;
* Your employment history and education history;
* Details of your qualifications, professional memberships, skills and experience;
* Information about your current remuneration and workplace benefit entitlements;
* Information about relationships you may have with Linthouse Housing Association’s Management Committee or employees
* Other details: including information about your gender, ethnicity, disability, medical details and your signature.
* Employment application details such as your Asylum status, your right to work in the United Kingdom and criminal record declaration.
* References from former employers or other individuals

We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence and insurance and MOT documents.

We may also record factual information whenever you contact us or use our services, as well as what action we have taken so that we have a record of what happened

We will not collect any personal data for you that we do not need.

**Why we need this information about you and how it will be used**

To process your personal data we must have a legal basis for doing so. Below sets out our legal basis for processing your data.

**Legal obligation**

We need your information and will use your information to:

* Meet our legal obligations including information we must provide to regulators and statutory authorities;
* Ensure that an applicant has the legal right to work in the UK.
* Make reasonable adjustments for a candidate who is disabled
* Produce and monitor recruitment and selection statistics.
* Check criminal convictions information to ensure we meet legal obligations in relation to certain positions

**Contractual**

We need your information and will use your information to:

* Process your data before entering into a contract with you, and to enter into a contract with you if your application for employment is successful.

**Legitimate Interests**

We need your information and will use your information to:

* Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate’s suitability for employment.
* Respond to and defend against any possible legal claims.

**Consent**

Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent.

We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

**Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the European Union. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally for the purposes of recruitment with our HR consultants Guardian People Solutions and staff involved in the interview process

We may also seek information from the following third parties when an offer of employment has been made and accepted. We may disclose your information as appropriate to third parties who act for us including the following:

* Former employers or other referees;
* Disclosure Scotland PVG scheme for relevant positions;
* Bodies such as the Scottish Social Services Council to validate your qualifications or professional memberships; and
* Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

* IT maintenance/support contractors.
* Specialist housing software providers.
* User and file system auditing software provider.

We are also required to share information with statutory bodies which govern finances or housing for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

**Third Party Representation**

If you wish for another person to deal with your affairs or act on your behalf you can access a Personal Representative Mandate Form on our website or on request from our office. When you complete this form, it allows you to nominate a named person and give them permission to discuss specific personal information with us or to act on your behalf in relation to all of your personal information in dealing with us.

We will not share your personal information with anyone unless we are assured that you have given them permission to act on your behalf or that they act in a recognised official capacity. This may mean that there may be a delay in us dealing with your request while we confirm a person’s identity or confirm that we have your permission to deal with them.

**Security**

The Association 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. More detailed and specific information about how we securely handle your data is available by contacting the Association

**How long we will keep your information**

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We will generally keep your information for the periods set out in our Data Retention Periods Guidelines, after which this will be destroyed if it is no longer required for the reasons it was obtained. In terms of applications for employment with the Association:

* Non-shortlisted applications: We will retain for no longer than one year to reflect statutory time limitations in relation to appeals or claims.
* Successful applications: Transferred to personal files for duration of employment and retained thereafter for no longer than six years.

Our full retention schedule is available on request from the Association.

**Your Rights**

You have the right at any time to:

* ask for a copy of the information about you held by us in our records;
* require us to correct any inaccuracies in your information;
* make a request to us to delete what personal data of your we hold; and
* object to receiving any marketing communications from us.

If you would like to exercise any of your rights above, please contact us at**enquiries@linthouseha.com**

You also have the right to complain to the Information Commissioner’s Office in relation to our use of your information. The Information Commissioner’s contact details are noted below:

The Information Commissioner’s Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0131 244 9001

Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details

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| Linthouse Housing Association (Reg. No. XH149) is a Scottish Charity (Scottish Charity Number SC028161), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 1800r(s) and having its Registered Office at 1 Cressy Street, Glasgow G51 4RB takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z7465505 and we are the data controller of any personal data that you provide to us.Our Data Protection Officer is our Corporate Compliance Officer.Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer. |