



# privacy notice - employee recruitment

This notice explains the personal data we are processing about you and how and why we are doing so.

## Our identity and contact details

The Camphill Village Trust Limited is a national charity and social care provider. We can be contacted by writing to The Kingfisher Offices, 9 Saville Street, Malton, North Yorkshire, YO17 7LL, emailing [trustoffice@cvt.org.uk](mailto:trustoffice@cvt.org.uk), or telephoning 01653 228322 during office hours. Our Data Protection Officer can be contacted at [dpo@cvt.org.uk](mailto:dpo@cvt.org.uk).

## Why we process your personal data

Description of the data involved	Why we process it (the purpose)	The legal basis for processing
<p>Information that is specifically provided by you as part of an application process. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Name, address, email, telephone number</li> <li>• CV (if applicable)</li> <li>• Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes and is not mandatory. If you do not provide it, it will not prevent your application from being processed</li> <li>• Answers to application questions - previous experience, education, referees and for answers to questions relevant to the role that you have applied for</li> <li>• Any other information you wish to provide in</li> </ul>	<p>The information we ask for is used to assess your suitability for employment. Information collected at this stage enables us to decide as to whether to invite you to participate in a selection process.</p> <p>Details you provide with your application:</p> <ul style="list-style-type: none"> <li>• Will be held on our computer systems and may be downloaded by us</li> <li>• Will be used to deal with your application</li> <li>• Will be made available to us and our data processors</li> <li>• Will be used for communication with you regarding the vacancy</li> <li>• Will be used to satisfy legal requirements</li> <li>• Will be used for statistical analysis</li> </ul>	<p>Contract. This is necessary to enable us to establish a contractual relationship with you.</p> <p>If you do not provide this information, we will not be able to consider your application.</p> <p>If you do not provide all the information requested or fully participate in the selection process, it may affect our decision making or we may not be able to continue with your application.</p> <p>You can withdraw at any time and we will stop considering you for potential employment.</p>



<p>support of your application.</p>	<ul style="list-style-type: none"> <li>• Will be held and may be used to contact you about other vacancies.</li> </ul>	
<p>If you are invited to participate in a selection process, information provided by you or generated by us as a result of your participation in interviews, assessments, which usually involve completing tests, an online occupational personality profile questionnaire, work trial, resident panel interviews – or a combination of these.</p>	<p>To inform our decision-making as to whether to offer you employment</p>	
<p>If you are made a conditional offer, the information needed for our pre-commencement checks. Sometimes to speed up the recruitment process, we ask you to provide some of this information at an earlier stage. The information involved includes:</p> <ul style="list-style-type: none"> <li>• Proof of identity – you will be asked to attend our office with original documents, we will take copies</li> <li>• Proof of qualifications – you will be asked to attend our office with original documents, we will take copies</li> <li>• A self-disclosure of your criminal record and information needed to obtain an Enhanced Plus or Enhanced (as appropriate to the role)</li> </ul> <p>Disclosure from the</p>	<p>To enable us to confirm our offer</p>	



<p>Disclosure and Barring Service</p> <ul style="list-style-type: none"> <li>• The results of references from your referees and any other checks with prior employers we think necessary</li> <li>• A self-declaration about your health to confirm your fitness to work.</li> </ul>		
--	--	--

We do not normally use automated decision-making. The results of the online occupational personality profile are generated automatically from your responses and provides valuable additional information to inform our decision-making. Occasionally, we use online screening questions as part of the application process and, where we do that, the response to those questions do usually determine who will be shortlisted.

**Where we obtain your personal data from**

Personal data is normally provided by you. Where we receive personal data from other people or organisations, we have set out details below:

<b>Description of the personal data and who we may receive it from</b>
<p>Most personal data are provided by you or collected by us (by the recruitment agency, if involved) from observations of you during the selection process.</p> <p>Previous employers may provide references and other verifications.</p> <p>Qualification and training bodies may provide verifications.</p> <p>The Disclosure and Barring Service will provide details of your criminal record (including in most cases spent convictions, information from the police national computer and barring information).</p>

**With whom we might share your personal data**

<b>With whom we might share personal data</b>
<p>Internally with those involved with the recruitment and selection process and undertaking the pre-commencement checks and establishing you as a new employee. Where a recruitment agency is involved, your application will be shared with the recruitment agency to enable them to assist with shortlisting.</p>



Externally for sufficient information to identify you with the Disclosure and Barring Service, your referees and former employers and qualification and training bodies.

Big 5 Assessments provide an online portal for our occupational personality profile questionnaires. They are contracted by Sticky People who are a distributor of the questionnaires. If we ask you to complete one of their tests, we will send you a link to the test, and Big 5 Assessments' Privacy Notice is then available for you to read. Your answers will be provided to and held by Big 5 Assessments and Sticky People. The Privacy Notice for Sticky People is available here: [www.stickypeople.co.uk/privacy-policy](http://www.stickypeople.co.uk/privacy-policy).

### Safeguarding your personal data

We will only process personal data outside of the EU where we are sure there is an adequate level of protection or there are appropriate safeguards in place.

### How long we keep your personal data

Our retention periods take account of legal requirements and practical considerations. If the retention period information is not provided below, see our retention policy:

[www.cvt.org.uk/retention](http://www.cvt.org.uk/retention)

#### Retention information

Information generated throughout the selection process (eg interview notes, test information) and equal opportunities information is retained by the Trust and Big 5 Assessments/Sticky People for up to six months following the closure of the vacancy if you are unsuccessful.

If you are successful, relevant information from the selection process will be retained by us as part of your employee file for the duration of your employment plus six years following the end of your employment.

### Your rights as a data subject

You have the following rights: to be informed how your data is processed; to gain access to your personal data; to have errors or inaccuracies corrected; to object to the processing for marketing purposes or when the processing is based on the public interest or other legitimate interests; to restrict the processing of your personal data in limited circumstances; to obtain a copy of some of your data in a commonly used electronic form in some limited circumstances, and rights around how you are affected by any profiling or automated decisions. You have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Please visit the ICO website [www.ico.org.uk](http://www.ico.org.uk).



If you wish to exercise any right, or for any queries you may have, or if you wish to make a complaint, contact us at [dpo@cvt.org.uk](mailto:dpo@cvt.org.uk).

*July 2020*