



## **Recruitment Applicant Privacy Notice**

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. If you have any queries regarding our recruitment applicant privacy notice please contact [HR@bhlive.org.uk](mailto:HR@bhlive.org.uk)

### **What personal data does BH Live collect?**

We collect a range of information about you. This includes

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- 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; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, gender and religion or belief.

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 and information from criminal records checks. We will seek information from third parties such as previous employers or for criminal records checks 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 HR management systems and on other IT systems (including email).

### **What if you do not provide personal data?**

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

### **Why does BH Live process personal data?**

In some cases, we need to process data to ensure we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, gender, religion or belief, this is for equal opportunities monitoring purposes and delivering our commitments given in our gender pay gap report.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may, with your consent, keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time by emailing [HR@bhlive.org.uk](mailto:HR@bhlive.org.uk)

### **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 if access to the data is necessary for the performance of their roles.

We 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 and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

### **How does BH Live protect data?**

We take the security of your data seriously. We have 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. This includes password protection, restricted access and secure portal for transferring payroll data.

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.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so

### **For how long does BH Live keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for a maximum of 6 months after the end of the relevant recruitment process.

Where you have consented to allow us to keep your details on file for longer than this, we will do so for a maximum of an additional 6 months should future employment opportunities arise.

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 a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data. (known as restricting processing)

If you would like to exercise any of these rights, please contact [privacy@bhlive.org.uk](mailto:privacy@bhlive.org.uk). You can make a subject access request by emailing us at the above email address outlining your subject access request in more detail.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner, details of whom can be found on their webpage [www.ico.org.uk](http://www.ico.org.uk).

## Automated decision-making

We are required by legislation to let you know if employment decisions are based solely on automated decision-making.

We do not rely solely on computer based packages or algorithms to make decisions within our recruitment processes.

If you have any queries in relation to this policy please contact [HR@bhlive.org.uk](mailto:HR@bhlive.org.uk)

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