

Recruitment privacy notice

This privacy notice will provide you with an overview of:

- Who we are
- What information we collect about you
- How we use that information
- Who we share the information with
- How we protect your privacy
- Your rights to your information

Who we are

When we say 'we', 'us' or 'our', we mean DEMAND Design & Manufacture for Disability who is the 'data controller' for the information you provide to us unless otherwise stated. This means we're responsible for deciding how we can use your information. The information we process is for trustee applicants as listed below:

- Applicants (successful and unsuccessful)
- Former applicants (successful and unsuccessful)

If you have any queries about the process or how we handle your information please contact us at trustematters@demand.org.uk

The information we collect

We collect information about you from different sources including:

- directly from you
- from a third party acting on your behalf e.g. an agency, referee, Disclosure and Barring Service (DBS) etc.
- when we generate it ourselves

We'll only collect your information in line with relevant regulations and law and for our own legitimate interest and this may relate to the positions you apply for, or have applied for in the past.

You're responsible for making sure you give us accurate and up to date information.

The personal information we process can vary between items/functions and may include, but is not limited to:

- your full name
- your address
- your email address
- details of next of kin
- details of people to contact in case of emergencies
- CV
- qualification details
- sensitive data (age, ethnic background, religious beliefs, disability, sexual orientation, criminal convictions)

How we'll use your Information

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements of your employment if necessary. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide:

- Physical or mental health – as part of a pre-employment medical questionnaire
- Criminal convictions – to assess suitability for certain types of roles e.g. working with vulnerable adults or children, directorships, trusteeships etc.
- Disabilities – to facilitate adaptations in the workplace, to ensure special needs are catered for at interview or selection testing and in monitoring equality of opportunity.
- Racial origin, age, religious beliefs and sexual orientation – to ensure the recruitment process does not discriminate against a particular group and to ensure equal opportunity.

Who we share your information with

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We may disclose your information to an enforcement agency, court, regulator or government authority where we believe this is necessary to comply with a legal or regulatory obligation.

How long we'll keep your information

We'll keep your information in accordance with our data retention policy and this is for a period of four months and one day in case of any discrimination challenge, or if a vacancy occurs and we believe that you as a previous applicant may be suitable for the position. However, you will be notified if this was to be the case.

Transferring your information overseas

Your information will not be transferred or stored in countries outside the UK or the EU

Keeping your data secure

Your personal information will be protected by security safeguards that are appropriate to the sensitivity level of the information. We take all reasonable precautions to protect your personal information from any loss or unauthorised or unlawful processing and against accidental loss or damage. Your information will only be accessed by those employees who reasonably need access to it to provide services to you or in order to do their jobs.

Your rights

You have the following rights as an applicant: You have the right to ask for a copy of any personal information that we hold about you in our records, to correct any inaccuracies and to update any out of date information. You may also request the erasure of your personal information or a restriction of its use. If you wish to exercise any of these rights, please write to us at the address listed below. If you have a

concern about how we use your information, as a first step, please contact us using the details listed below and we will do our best to resolve your concern. We will respond to you in writing within a reasonable time setting out how we propose to correct/address your concerns. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Updates to this Privacy Notice

We may update this policy from time to time. When we do we will publish the changes on our Platforms. If you do not agree to these changes, please do not continue to use our platforms.

Contact us If you have any questions about this Notice, please contact us at: DEMAND, The Old Chapel, Mallard Road, Abbots Langley, WD5 0GQ or on 01923 681800 or trusteematters@demand.org.uk