



## St Monica Trust

### **Applicant Privacy Notice – Recruitment**

This Applicant Privacy Notice replaces and supersedes the Applicant Privacy Notice (February 2023). It aligns the applicant privacy information with the current St Monica Trust Candidate Privacy Notice – Recruitment and applies to all individuals applying for employment with St Monica Trust.

#### **Introduction**

Thank you for your interest in joining St Monica Trust. We are a values-led care and housing charity and are committed to protecting your personal data and respecting your privacy throughout the recruitment process. This notice explains how we collect, use, store and protect your personal information, and sets out your rights under UK data protection law.

This notice should be read alongside any other privacy information provided to you during the recruitment process.

#### **Who we are**

St Monica Trust is a UK registered charity founded in 1925, providing housing, care, health and support services for older people across Bristol and the South West. Our services include retirement villages, residential and nursing care, dementia care, domiciliary care and community support services.

St Monica Trust is the data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Charity number: 202151

Registered address:

St Monica Trust  
Cote Lane  
Westbury-on-Trym  
Bristol BS9 3UN  
United Kingdom  
Website: [www.stmonicastrust.org.uk](http://www.stmonicastrust.org.uk)

#### **Applying for a role at St Monica Trust**

When you apply for a role with St Monica Trust, particularly roles involving care, nursing, support or other regulated activities, we process personal data as part of our recruitment,

safeguarding and pre-employment checking processes. These checks are necessary to ensure the safety and wellbeing of the people we support and to meet our legal and regulatory obligations.

## **What personal data we collect**

Depending on the role you apply for, we may collect and process the following information:

- Name and contact details (address, email address, telephone number)
- Information provided in your application form, CV and supporting documents
- Employment history, qualifications and training
- Interview notes, assessments and selection decisions
- References from previous employers
- Identity documents and right-to-work information
- Disclosure and Barring Service (DBS) information, where required
- Information about unspent criminal convictions where legally permitted
- Safeguarding-related information for regulated roles
- Health information required to make reasonable adjustments
- Equality, diversity and inclusion monitoring information (provided voluntarily)
- Feedback you provide about the recruitment process

## **If you are successful**

If you are offered employment, we will request additional information before you start work, including:

- National Insurance number
- Bank details for payroll
- Emergency or next-of-kin contact details
- Occupational health information or reasonable adjustments required for work
- You will receive a separate **Employee Privacy Notice** once employed.

## **Where we obtain your personal data**

We obtain personal data primarily from you. We may also receive information from:

- Recruitment agencies
- Referees and previous employers
- Disclosure and Barring Service and other background-checking providers
- Occupational health providers
- Publicly available sources (for example, professional profiles), where relevant

## **How we use your personal data and our legal basis**

We process your personal data for the purposes of:

- Assessing your suitability for employment
- Managing the recruitment and selection process

- Carrying out safer recruitment and safeguarding checks
- Complying with legal and regulatory obligations
- Communicating with you during recruitment
- Arranging interviews and reasonable adjustments
- Preventing fraud and unlawful activity
- Monitoring equality and diversity (where you have provided explicit consent)

We rely on one or more of the following legal bases under UK GDPR:

- Processing is necessary to take steps at your request prior to entering into a contract
- Processing is necessary for our legitimate interests
- Processing is necessary to comply with legal or regulatory obligations
- Explicit consent, where required (for example, equality monitoring)

During the course of your application it may also be necessary for St Monica Trust or its suppliers to process the previously mentioned special categories of information about you where we have obtained your explicit consent or where permitted by applicable laws.

We do not make recruitment decisions based solely on automated decision-making.

### **Special categories of personal data**

Where we process special category data (for example health information, equality monitoring or DBS information), we rely on one or more of the following lawful conditions:

- Employment, social security and social protection law
- Substantial public interest (safeguarding of children and individuals at risk)
- Explicit consent, where required

Information about criminal convictions is processed only where legally permitted and where appropriate safeguards are in place, in accordance with the Data Protection Act 2018 and safeguarding legislation.

### **Who we share your personal data with**

Within St Monica Trust

- Access to your personal data is limited to those who need it for recruitment and safeguarding purposes, including:
- Recruitment and People teams
- Hiring managers and interview panels
- Safeguarding leads and senior managers where appropriate

External third parties

- We may share your data with trusted third-party providers, including:
- Recruitment and applicant tracking system providers
- DBS and background screening providers

- Occupational health providers
- IT and HR system providers

All third parties are required to handle your data securely and in accordance with data protection law.

### **How long we keep your information**

We will not keep your personal data for longer than necessary:

If you are unsuccessful, recruitment records will normally be retained for up to 12 months, unless you ask us to delete them sooner.

If you are successful, your recruitment data will form part of your employee record and will be retained in line with our staff retention schedules.

You may request deletion of your personal data at any time, subject to legal requirements.

### **Your rights**

Under UK data protection law, you have the right to:

- Access your personal data
- Have inaccurate or incomplete data corrected
- Request deletion of your data (where applicable)
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent at any time where processing is based on consent

We may need to verify your identity before responding to a request.

### **How we keep your personal data secure**

We protect personal data through:

- Secure IT systems and role-based access controls
- Confidentiality obligations for staff
- Mandatory data protection and safeguarding training
- Policies and procedures governing data handling
- Contracts requiring third-party compliance
- Procedures for managing and reporting data breaches

### **Where your data is stored**

Your personal data is primarily stored within the United Kingdom. Where data is processed outside the UK, appropriate safeguards are in place to ensure compliance with the UK GDPR and the Data Protection Act 2018.

## **Complaints**

If you have a concern about the way in which we are handling your personal information, please contact our DPO at [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk).

We will take your concern seriously and work with you to try to resolve it.

If you are not satisfied with our response, you can raise the matter with the Information Commissioner's Office (ICO) via their website or call their helpline on 0303 123 1113.

## **Updates to this notice**

This privacy notice may be updated from time to time to reflect changes to our practices or data protection law. We recommend reviewing it periodically.