



St Monica Trust

Applicant Privacy Notice

St Monica Trust is a registered charity and registered company with responsibility for registered care homes, registered domiciliary care services, housing tenancies, and lease purchased properties, community grants, volunteer services and community services. St Monica Trust is registered as a data controller with the Information Commissioner's Office (ICO).

To deliver these services the Trust regularly processes applications for employment and applications for grant funding. This Privacy Notice explains how we collect, use and share the personal information we collect from applicants, the legal basis under which we collect this information, and explains how you can contact us if you have any questions or concerns about how your personal information is being used.

We welcome any queries you may have regarding this Privacy Notice, or any information we hold about you.

Why we collect your data, what data we collect and how we process it

We will use the data that you provide to us in this form only for the purposes of assessing applications with regard to suitability for the job that you have applied for or eligibility for our grant funding. This will include creating the application itself, assessing the information provided and in some cases pre-employment screening where relevant.

We may ask job applicants to attend an assessment for your suitability which may involve psychometric testing, behavioural assessments, interviews and technical assessments. The information that we gather in those will form part of your application record and may form part of your employment record.

As part of the process of job application some pre-employment screening checks may need to be conducted; these will involve financial or credit checks, criminal records checks with the disclosure and barring service (DBS) and your eligibility to work in the United Kingdom.

We will ask you should you wish to have your record retained for the purposes of informing you about suitable jobs that we post in the future if you are unsuccessful during the job application process.

The personal data will we collect and process

In most cases we collect personal information directly from you in circumstances where you provide personal information to us by applying directly for a role or funding at the St Monica

Trust, or information that we learn about you through your interactions with us, or with third parties (eg recruitment agencies).

We may also collect personal information about you from third parties, including, for example, when a referee or referral agency provides information about you, when a colleague recommends that we consider you for a job position or from other sources where you have made your personal information publically available for the purposes of recruitment on jobs boards. Below are some examples of the type of information we may process about you.

- Name, address, email address and date and place of birth
- Work history/job data; previous employers, positions, dates, etc.
- Basic salary, benefits, bonuses, etc.
- Education and work history including professional qualifications and skills
- Employer feedback / references, to include regulated references where necessary
- Nationality / visa / right to work permit information (eg passport, driving licence, National Insurance number)
- Photographs and images from recorded assessments or from on-site CCTV
- Results of pre-employment screening checks (eg credit history, criminal records checks where permitted under local law)
- Assessment results (eg psychometric assessment results, results from video or telephone assessment)

Special categories of personal data

We may need to capture some information regarding your physical or mental health in order to allow us to make reasonable adjustments to ensure fairness in the recruitment process such as adjusting tests or facilities to meet your needs.

We also need to collection information if you are applying to us for grant funding in order to assess your eligibility for our funding. Such information includes your health conditions, information on others living with you, and financial information.

When working with vulnerable individuals we are required to ensure the suitability of job applicants and may be required to process information relating to criminal convictions or offences; this information will most likely be via your DBS certificate.

As part of the application process we may inadvertently capture some other elements regarding philosophical beliefs, trade union membership, sexual orientation etc but such information will only be processed where you have made it publically available or we are required to do so by law.

Legal basis for processing your personal data

We may rely on one or more of the following legal provisions to process your personal data:

- It is in the legitimate interests of St Monica Trust to process your personal information in the administration of your application and for general recruitment purposes.

- St Monica Trust will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful and will at all times comply with the principles of applicable privacy laws in the country where you have applied to be employed.

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.

Sharing your personal data

When processing your application and making the relevant checks St Monica Trust may need to share your personal data with the following organisation

- Department of Work and Pensions
- Credit reference agencies
- National Health Service
- Academic institutions or professional bodies
- The Local Authority

Ensuring your personal data is kept safe

Only staff who are required to access your records will do so and only for the specific purposes of the application process. We will only share your data when absolutely necessary and only with partners and organisations that we trust.

For job applicants, we will only retain your records for up to 12 months after you make your application unless you are successful in your application, in which case your records will form part of your employment record, or where you have asked to be informed about future job opportunities in which case we will retain only the relevant information to permit us to do this.

For grant funding applicants, we will retain your records for five years and then confidentially destroy them.

Your rights

You are entitled to see the personal information the St Monica Trust holds about you. You can also request changes to be made to incorrect personal information and can ask for your personal information to be deleted or blocked if you legitimately think that we shouldn't be processing that information or are processing it incorrectly, except where retention of that personal information is required in the context of a legal dispute, or as otherwise required by law. If access, correction or deletion is denied, the reason for doing so will be communicated to you.

We do not make recruiting, hiring or funding decisions based solely on automated decision-making. In the event that we change our process whilst you are still in the process of application and do make a decision solely on automated decision-making that could have a significant impact

on you (eg automated psychometric and behavioural testing), we will provide you an opportunity to express your views and will provide any other safeguards required by law.

St Monica Trust will not use personal information collected about you for the purposes of recruitment or grant funding to offer you any products or services for personal or family consumption (“direct marketing”) or provide your personal information to third parties for their direct marketing. We will ask for your consent prior to sending you communications about future events and opportunities that are relevant to you.

If you have any further questions or concerns

If you have any queries about this notice or your personal information in relation to your **job application**, including questions about accessing your personal information or correcting it, you should contact Julie Haydon, Director of People in the first instance. You may also withdraw consent to the processing of your personal information or submit complaints and/or objections to the processing of your personal information by sending a request to recruitment@stmonicastrust.org.uk.

If you have any queries about this notice or your personal information in relation to your **grant funding application**, including questions about accessing your personal information or correcting it, you should contact Adam Rees, Director of Charitable Impact in the first instance. You may also withdraw consent to the processing of your personal information or submit complaints and/or objections to the processing of your personal information by sending a request to charitableimpact@stmonicastrust.org.uk.

Complaints

If you have a concern about the way in which we are handling your personal information then please contact our DPO at 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 our Privacy Notice

This privacy notice will be updated to reflect changes either to the way in which we operate or changes to the data protection legislation.