

Privacy Notice for candidates engaged in the ClementJames recruitment process

At The ClementJames Centre, we are committed to protecting and respecting your privacy.

This Privacy Notice applies to all personal data of job and volunteer applicants processed by The ClementJames Centre ("ClementJames", "us" or "we") in connection with our recruitment process. ClementJames is a "data controller". You are a "data subject". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Please note this Privacy Notice only applies to candidates and potential employees, volunteers and contractors of The ClementJames Centre.

About the recruitment process

Responding to job adverts, candidates complete a ClementJames issued application form through which they provide personal contact data, information about their education and employment history, as well as information about their experience, skills and suitability for the role advertised. On a voluntary basis, the application form also collects data for equal opportunities monitoring purposes, such as ethnic background, age and disability. On some occasions, ClementJames will also request or accept CVs and cover letters.

Shortlisted candidates are invited to a selection day, during which staff will collect notes on their performance during interview and other selection tasks.

Data Subject Consent and Privacy Policy

By continuing to engage in our recruitment process, you consent that we may process the personal data (including sensitive personal data) that we collect from you in accordance with our Data Protection Policy.

Should you be successful in the application and recruitment process, understandably the data we collect and the purpose for which we may process such data will change. Please request our longer form Privacy Notice for employees, volunteers and contractors should you wish to find out more about our data collection and processing activities.

The type of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

What type of information is collected from you?

When you engage with The ClementJames Centre in connection with our recruitment process, we may ask or receive certain personal data, including, but not limited to:

- Personal data allowing identification of the candidate and practical organisation: first name, surname, address, email address, telephone number and National Insurance number.
- Personal data allowing the verification of the eligibility and selection criteria as set out in the application process, such as:
 - copies of right to work documentation;
 - information included in your CV or cover letter as part of the application process;
 - information regarding previous employers and other relevant employment records (including job titles, work history, working hours, training records, qualifications, professional memberships and references).
- Additionally, in some circumstances and in accordance with applicable law, we may ask for "special categories of information" such as gender, ethnicity, and criminal convictions for the purposes of safer recruitment and monitoring equal opportunity.

What is the purpose for holding and using your personal data?

We will only use information we hold about you for the purposes of your engagement in our recruitment process, including, but not limited to:

- making a decision about your recruitment or appointment;
- determining the terms on which you could work or volunteer for us, or the potential volunteering arrangements between us;
- checking you are legally entitled to work (or volunteer) in the UK;
- ascertaining your fitness to work or volunteer;
- to conduct data analytics studies to review and better understand our recruitment process and potential candidates; and
- where necessary, to prevent fraud.

Sharing personal information with third parties

We will only share your personal information with third parties where required by law or where necessary and applicable in the recruitment process (such as contacting previous employers or references).

Your data will not be used for direct marketing purposes, nor published on any public site.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, 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.

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Rights of access, correction, erasure, and restriction and withdrawal of consent

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or wish to withdraw your consent to the collection and use of your data, please make a request in writing to the following address:

The Data Protection Lead
The ClementJames Centre
95 Sirdar Road
London W11 4EQ

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Contact details

If you have any questions about this privacy notice, please contact the Data Protection Lead:

Silke Mehrgott, Chief Operations Officer
Tel: 020 7221 8810
Email: silke@clementjames.org

You can also contact the **Information Commissioners Office** on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF for more information about your legal rights in relation to the information we hold about you.