

TARA CENTRE – CANDIDATE/APPLICANT PRIVACY NOTICE

The Purpose of this Document

The Tara Centre is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and for how long it will usually be retained. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

The Kind of Information We Hold about You

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

* The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, and qualifications.
* Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
* Information about your health, including any medical condition, health and sickness records.
* Information about criminal convictions and offences.

How Your Personal Information is Collected

We collect personal information about candidates from the following sources:

* You, the candidate.
* Access NI in respect of criminal convictions.
* Your named referees, from whom we collect data relevant to the post for which you have applied.

How We Will Use Information about You

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the post.
* Carry out background and reference checks, where applicable.
* Communicate with you about the recruitment process.
* Keep records related to our hiring processes.
* Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the post for which you have applied since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

We will process all information requested by us and provided by you to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the post. If we decide to offer you the post, we will then take up references, carry out a criminal record andany other relevant check before confirming your appointment.

**If You Fail to Provide Personal Information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, we require references for this role; if you fail to provide us with any such relevant details, we will not be able to take your application further.

How We Use Particularly Sensitive Personal Information

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about Criminal Convictions

We will collect and process information about your criminal convictions history only if we would like to offer you the role you have applied for. This will be conditional on checks and any other conditions, such as references, being satisfactory. We may be required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the post for which you have applied. In particular:

* We are legally required to carry out criminal record checks for those assigned to the post of Therapeutic Services’ Co-Ordinator (TSC).

We have in place an appropriate Company policy document and safeguards which we are required by law to maintain when processing such data.

Automated Decision-Making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data Sharing

**Why We Might Share Your Personal Information with Third Parties**

We will share your personal information for the purposes of processing your application only with Access NI.

Data Security

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. (Details of these measures may be obtained from the Tara Centre General Manager.)

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 We Will Retain Your Information**

We will retain your personal information only for as long as is necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will retain your personal information for a period of 3 years after we have communicated to you our decision about whether to appoint you to the post for which you have applied. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. We retain your monitoring information for three years as community background information in particular must be retained for that period. After this period, we will securely destroy your personal and monitoring information in accordance with applicable laws and regulations.

Rights of Access, Correction, Erasure, and Restriction

 **Your Rights in Connection with Personal Information**

 Under certain circumstances, by law you have the right to:

* **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* **Request the transfer** of your personal information to another party.

 If you want to review, verify, correct or request erasure of your personal information, object to the

 processing of your personal data, or request that we transfer a copy of your personal information

 to another party, please contact the Tara Centre General Manager in writing.

Right to Withdraw Consent

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. If you wish to withdraw your consent, please contact the Tara Centre General Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data Protection Manager

We have appointed a data protection manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data protection privacy manager at the Tara Centre. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

**Acceptance of Tara Centre Candidate/Applicant Privacy Notice**

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|  I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate/applicant name),   acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date),  I received a copy of the Tara Centre’s Candidate/Applicant Privacy Notice  and that I have read, understood and accept it. |
|    **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|   **Name (**Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|   **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Policy updated 27th May 2022**

**in consultation with**

**Lewis Silkin Solicitors, Belfast**