Telford and Wrekin

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Involving, Inspiring, Supporting

Job Applicants Privacy Notice (GDPR)

1 April 2026

Organisation: Telford and Wrekin CVS
Data Controller: Telford and Wrekin CVS
Data Protection Officer: Jeni Kuczynska
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1. Purpose of this notice

This privacy notice explains how we collect, use, and protect your personal data during the recruitment process, in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. The data we collect

We may collect and process the following categories of personal data:

a) Standard personal data

- Name, address, email address and telephone number
- Employment history, qualifications, skills and experience
- Salary and benefits information
- Right to work documentation

b) Special category data

- Information about disabilities (to enable reasonable adjustments)
- Equal opportunities data (e.g. ethnicity, religion, health, sexual orientation)

c) Criminal conviction data

- Information relating to criminal records, where required for the role (e.g. DBS checks)

3. How we collect your data

We collect data from:

- Your application form, CV or covering letter
- Interviews, assessments, or tests
- Identity documents (e.g. passport)
- References from previous employers
- Background or pre-employment checks (where applicable)

4. Why we process your data and lawful basis

We process your data for the following purposes and lawful bases:

Purpose	Lawful basis
Assessing your suitability for the role	**Legitimate interests** (Article 6(1)(f))
Taking steps before entering into a contract	**Contract** (Article 6(1)(b))
Verifying right to work	**Legal obligation** (Article 6(1)(c))
Keeping recruitment records	**Legitimate interests** (Article 6(1)(f))
Responding to legal claims	**Legitimate interests** (Article 6(1)(f))

Legitimate Interests

Our legitimate interests are to:

- Manage recruitment processes efficiently
- Select appropriate candidates
- Maintain records for business and legal purposes

We ensure these interests do not override your fundamental rights and freedoms.

5. Special category data – legal basis

We process special category data under:

- **Article 9(2)(b) UK GDPR** – employment, social security and social protection law
- **Data Protection Act 2018, Schedule 1**

This includes:

- Making reasonable adjustments for disabled applicants
- Monitoring equality and diversity

6. Criminal conviction data

Where required, we process criminal conviction data:

- In accordance with **Article 10 UK GDPR**
- Under the **Data Protection Act 2018 (Schedule 1 conditions)**

This is limited to roles where checks (e.g. DBS) are legally required or justified.

7. Who we share your data with

Your data may be shared:

Internally:

- HR staff and hiring managers involved in recruitment

Externally (only where necessary):

- Referees (previous employers)
- Background check providers
- Disclosure and Barring Service (DBS)

We do **not sell or share your data for marketing purposes**.

8. International data transfers

We do not transfer your personal data outside the UK.

If this changes, we will ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- Standard contractual clauses

9. How we protect your data

We take appropriate technical and organisational measures to ensure your data is:

- Securely stored
- Protected from unauthorised access, loss or misuse
- Accessed only by authorised personnel

10. How long we keep your data

- **Unsuccessful applicants:** retained for **6 months** after the recruitment process ends
- **Reason:** to manage recruitment records and respond to potential legal claims
- **Successful applicants:** data is transferred to your employee record and retained in line with our employee privacy notice

11. Your rights

Under UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request deletion (where applicable)
- Restrict processing
- Object to processing based on legitimate interests
- Data portability (where applicable)

If we rely on consent (rare in recruitment), you also have the right to withdraw it at any time.

12. Complaints

If you are not satisfied with how we handle your data, you may contact us first.

You also have the right to complain to:

Information Commissioner's Office (ICO)
🌐 https://ico.org.uk

13. Providing your data

You are not legally required to provide your information.

However, if you do not provide necessary data, we may be unable to process your application.

14. Automated decision-making

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