

Recruitment Candidate Privacy Notice

What is this notice?

This is the ‘Recruitment Candidate Privacy Notice’ of EVH. Our contact details are:

5th Floor, 137 Sauchiehall Street, Glasgow, **G2 3EW**, **Tel: 0141** **352 7435** www.evh.org.uk

This notice applies to individuals applying to work with and through us, including prospective employees, workers and contractors.

We are a data ‘controller’, which means we are responsible for deciding how we hold and use your personal information.

This notice explains how and why we will collect and use your personal information in the context of the recruitment process and your rights in relation to your personal information. We may amend this notice at any time.

Your personal information

In this privacy notice, ‘your personal information’ relates to your personal data i.e. information about you from which you can be identified. The table 0 below lists your personal information that we may process. Your ‘personal information’ does not include data where the identity has been removed (anonymous data). It is important that your personal information is accurate and up to date. Please inform us if your personal information changes.

Where does your personal information come from?

Your personal information will come from the details you provide on your registration form and may also come from the following sources:

* Former employers or other referees, whom you have given us permission to contact,
* Professional bodies that confirm membership / qualifications / training

 **Processing your personal information**

We will process your personal information during and after the registration process. This will include collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it.

In general, we process your personal information for the reasons, and on the legal grounds set out in the following table, and to:

* Retain records relating to the recruitment process;
* Establish, exercise or defend legal claims;
* Comply with the law [or requirements of a regulator]; and / or
* Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency).

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| **Reason for processing your personal information** | **Legal ground(s) for processing, and legitimate interest (where applicable)** | **Your personal information** |
| Contact you regarding the registration process and any offer of work | To help you find employment | Personal contact details (including name, address, email, telephone number) |
| Make a decision about your registration or appointment, including assessing your skills, qualifications and suitability for the work  | To help you find employment To comply with a legal obligationFor our legitimate interests: * to select suitable candidates
 | * Your registration form
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| During the registration process we will:* Take up references (from referees whom you have given us permission to contact);
* Confirm your professional memberships, registrations and / or qualifications.
* Confirm you are legally entitled to work in the UK
 | To help you find employment To comply with a legal obligationFor our legitimate interests: * to select suitable candidates, workers and contractors
 | * References and details of previous employers
* Professional memberships, registrations and qualifications
* Copy of your passport or: birth certificate and a document detailing your National Insurance Number
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| Consider reasonable adjustments to the recruitment process for disabled applicants | To help you find employment To comply with a legal obligationFor our legitimate interests:* To select suitable employees, workers and contractors
 | Information about a disability, the effects of that disability, and special arrangements that may need to be made to the recruitment process as a result of that disability. |

1. Information about criminal convictions

To enable us to make recruitment decisions and assess suitability for work, we will process information about criminal convictions and offences (including alleged offences).

We will process this information to determine whether or not to register you for temporary employment, to comply with a legal obligation, for our legitimate interests (in selecting suitable employees, workers and contractors), and to exercise or perform employment law rights or obligations.

1. Statutory requirement to provide your personal information

In some circumstances, the provision of your personal information is a statutory requirement. This includes:

* Documentation confirming your right to work in the UK – if you don’t provide this, we will not be able register you for temporary employment.
1. Sharing your personal information with third parties

We may share your personal information with the following third parties if this is required by law; necessary to enter a contract with you; where there is another legitimate interest in doing so; or where it is necessary to protect your vital interests or those of another person:

* EVH recruitment client group for the purposes of temporary employment.
1. Transferring your personal information outside the EU

We will not transfer your personal information to any country outside of the EU, or to any international organisation.

1. Data retention

If you don’t fully register with us following the registration process, we will retain your personal information for 6 months thereafter to allow us to establish, exercise or defend legal claims.

1. Your rights

You have the following rights:

* **Access**: you can request a copy of your personal information that we hold, and check we are processing it lawfully.

**Correction**: you can ask us to correct your personal information if you don’t think it is accurate, complete or up-to-date.

* **Deletion**: you can ask us to delete your personal information, if:
	+ it is no longer necessary for the purposes for which we obtained it;
	+ you withdraw your consent, and we have no other legal basis for the processing;
	+ you validly object to the processing as described below;
	+ we have unlawfully processed the data; or
	+ we must delete the data to comply with a legal obligation.
* **Objection**: if we process your personal information to perform tasks carried out in the public interest or on the basis of legitimate interests, you can object to this processing on the basis of your particular situation. We will only then continue the processing if we have overriding legitimate grounds for this, or the processing is to establish, exercise or defend legal claims. You may also object if we process your personal information for direct marketing purposes.
* **Restriction**: you can ask us to restrict our processing of your personal information if:
	+ you contest the accuracy of the data (for a period that enables us to check it);
	+ our processing is unlawful, but you don’t want the data deleted;
	+ we no longer need the data, but you require it to establish, exercise or defend legal claims; or
	+ you have objected (as above) and are awaiting confirmation as to whether we have overriding legitimate grounds for processing.
* **Transfer**: if our processing is based on your consent or necessary to carry out a contract with you, and is carried out by automated means, you can request a copy of the personal information you have provided to us and the transfer of this to someone else. Where technically feasible, you can ask us to transfer it directly.
* **Complain to the Information Commissioner**: The Information Commissioner is the UK supervisory authority for data protection issues.