



## YOUNG SOMERSET

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# DATA PROTECTION PRIVACY NOTICE (JOB APPLICANTS)

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### **Purpose of this Notice**

As part of our recruitment process, Young Somerset collects and processes personal information about job applicants. We are committed to being transparent about how we use your data and to meeting our data protection obligations. This notice explains what information we hold about you, how we collect it, how we use it, and with whom it may be shared during the recruitment process.

### **Data Protection Officer (DPO)**

For any queries about this notice, please contact:

**Tel:** 01278 722100

**Email:** [finance@youngsomerset.org.uk](mailto:finance@youngsomerset.org.uk)

### **Who Collects the Information?**

Young Somerset is the *data controller* and is responsible for deciding how your personal information is used.

### **What Information We Collect**

We may collect:

- Name, address, and contact details (including email and telephone).
- Qualifications, skills, experience, and employment history.
- Current salary and benefit information.
- Proof of right to work in the UK.
- Equal opportunities monitoring data (e.g., ethnic origin, sexual orientation, health, religion or belief).
- Criminal records information (where required for the role).
- Referee contact details and references.



## **How We Collect Your Information**

- From you directly via application forms, CVs, identity documents, interviews, and assessments.
- From third parties, such as referees, background check providers, and criminal records checks (only after a job offer is made).

## **Why We Collect and Use Your Information**

We use your personal data to:

- Process your application and assess suitability for the role.
- Meet legal requirements (e.g., right-to-work checks, safeguarding obligations).
- Promote equality, diversity, and inclusion.
- Carry out internal administration and record-keeping.

## **Who Has Access to Data**

Your information will be shared internally with:

- The recruitment team.
- Interviewers and managers involved in the hiring process.

We will share your data externally only if:

- You are offered a role (e.g., with referees, background check providers, DBS checks).
- Required by law or regulatory bodies.

## **Where Data Is Stored**

Information is stored securely in our recruitment systems, IT systems (including email), and may be held by approved third-party providers. Data may be stored within the European Economic Area (EEA). We have security measures in place to protect your data.

## **How We Protect Your Data**

We have policies and controls to prevent data loss, misuse, or unauthorised access.

Only authorised staff will access your information.

## **How Long We Keep Your Data**

- **Unsuccessful applicants:** Data kept for 6 months after the recruitment process, then deleted.
- **Successful applicants:** Data will be kept in your personnel file as per our staff privacy notice.



## **Your Rights**

You have the right to:

- Access and obtain a copy of your data.
- Correct inaccurate or incomplete data.
- Request deletion or restriction of your data.
- Object to data processing based on legitimate interests.
- Withdraw consent (where applicable).

To exercise your rights, contact our DPO (details above). If you are unhappy with our response, you can contact the **Information Commissioner's Office (ICO)** at 0303 123 1113.

**Note:** You are required by law to provide certain information (e.g., proof of right to work) to be considered for employment. Failure to do so may mean we cannot process your application.