The Rose Road Association

Privacy Notice - Recruitment

This privacy notice sets out how we handle your personal data when you apply for a job with The Rose Road Association.

The software we use for recruitment is called Staff-Finda and Tribepad. This means that your personal data is also processed by Staff-Finda and Tribepad. (the 'data processor') on behalf of The Rose Road Association, following the instructions GDS sets out.

If you have questions about how Staff-Finda processes personal data you can read their privacy notice here https://jobs.staff-finda.com/members/modules/hf/privacy.php

The data we collect
The personal data we may collect from you includes:

- contact details such as name, title, addresses, telephone numbers, and personal email addresses
- copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
- evidence of how you meet the requirements of the job, including CVs and references
- evidence of how you meet the regulatory requirements to work in care - this can include information about convictions, allegations and offence.
- evidence of your right to work in the UK and immigration status
- diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other 'special category data'
- information about your health, including any medical needs or conditions
- information about your COVID vaccination status
- other information required for some applications
- if you contact us regarding your application, a record of that correspondence
- the status of your application and updates on how it moves forward

Our legal basis for using your data
We process personal data throughout the application on different legal bases.

Contract Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.

Legal obligation The law requires The Rose Road Association to check that candidates are entitled to work in the UK.

Processing criminal convictions and sensitive information We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

Processing special category data
Personal data is defined as 'special category' when it reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership. It includes:

- genetic data
- biometric data that uniquely identifies a person
- data concerning health
- data concerning someone's sex life or sexual orientation

We process this data when it's necessary for the exercise of our functions. This applies to information about criminal convictions, allegations and offences during Disclosure and Barring checks.

Why we need your data
We need your data in order to:

- move your application forward
- check that you're the right candidate for the role
- get in contact with you

How your personal information is collected
We usually collect your personal information when you enter it in [insert name]. We might also collect information from third parties.

These include:

- former employers and people named by candidates as references
- the Disclosure and Barring Service (DBS)

Data sharing
Personal information you provide in the recruitment process will be made available to our processors. If you are successfully recruited, we will upload your details to our HR system. As a member of staff you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

Data security
We have put in place measures to protect the security of your information.

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 only give access to your personal information to those employees who need to work on your recruitment process.

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
We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for - including legal, accounting, or reporting requirements.

This will depend on:

- 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 it
- whether we can achieve those purposes in other ways

For documents supporting recruitment, application and sifting the retention period is 6 months.

If you are unsuccessful, personally identifiable data is removed 6 months after your most recent application.

Your rights
You have the right to:

- request access to your personal information (known as a 'data subject access request') - you'll receive a copy of the personal information we hold about you, so you can check that we are lawfully processing it. It also allows you to request an electronic copy of any data you have provided in a structured, commonly used and machine-readable format
- request that we correct incomplete or inaccurate personal information that we hold about you
- request we delete or remove your personal information - you can do this when there is no good reason for us to keep it - you can ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- withdraw your consent for any data processed under the lawful basis of consent (see below)
- object to the processing of your personal information where we are relying on the legal basis that we are carrying out our public task (see legal bases above)
- request we restrict the processing of your personal information - you can ask us to stop processing your personal information, for example if you want us to establish its accuracy or the reason for processing it

To make any of these requests or to ask us to transfer a copy of your personal information to another party, contact the Human Resources team humanresources@roseroad.org.uk

Accessing your data
You will not have to pay a fee to access your personal information or to exercise any of the other rights. However, if your request for access is clearly unfounded or excessive we may:

- charge a reasonable fee
- refuse the request

In some cases we will need some information to confirm your identity. This is to ensure that your personal information is not disclosed to someone who has no right to access it.

Questions and complaints
The data controller for your personal data is The Rose Road Association.

If you have any questions about this privacy notice contact the data protection lead.

The Data Protection Lead monitors the Association's use of personal information. If you have any concerns about how your personal data has been handled, please contact the data protection Lead:

Carol Dixon
Director of Central Services
The Rose Road Association
The Bradbury Centre
300 Aldermoor Road,
Southampton SO16 5NA
Email: caroldixon@roseroad.org.uk

If you have a complaint, you can also contact the Information Commissioner, who is an independent regulator set up to uphold information rights.

Information Commissioner's Office
Email icocasework@ico.org.uk
Contact form https://ico.org.uk/glo...
Telephone 0303 123 1113
Textphone 01625 545 860