



# Privacy Notice – Recruitment

## Introduction

This Privacy Notice is intended for recruitment candidates from UK.

Thank you for your interest in Self Injury Support Ltd, (referred to as “We, “Our” or “Us”). We are committed to protecting the privacy and security of your personal information.

You have been directed to or otherwise sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, volunteer, trustee, or contractor). This notice makes you aware of how and why your personal information will be used during and after recruitment.

In this privacy notice, we explain:

- What personal information do we collect about you?
- How do we collect your personal information?
- How do we use your personal information?
- Why are we allowed to collect and use your personal information?
- How long do we keep your personal information?
- Who do we share your personal information?
- Who is the controller of your personal information?
- In what instances do we transfer your personal information outside of your home country?
- How do we protect your personal information?
- What are your rights regarding your personal information?
- Our responsibility regarding websites that we do not own or control
- How we update this privacy notice?
- How to contact us.

## What personal information do we collect about you?

As part of our recruitment and pre-employment screening we may collect:

- Basic information – your name (including prefix or title), gender, age or date of birth;
- Contact information – information you provide to us that allows us to contact you, e.g., your personal or business email, mailing address, telephone number, and profile on a professional social media platform;
- Professional information and experience – information related to your education, work experience, references, and referees;
- National identifiers – your national ID/passport, residency and work permit status, national insurance number, or other taxpayer/government identification number, driving licence details;
- Financial information – your salary, company allowances, bonus, benefits, working time records, and taxpayer reference number (e.g., Tax Identification Number, National Insurance number). We might also collect your bank details if we reimburse you for expenses during the recruitment process;

- Dependents' information – information related to your dependents, e.g., the first and last names, dates of birth, and contact details of your spouse/partner and dependents, if you provide those to us;
- Information collected during interviews – comments noted by our interviewers and audio/video recordings of the interview (in case of telephone interviews or video-enabled interviews);
- Background information – education and academic as well as professional qualifications. If we want to offer you the job, we may need to complete pre-employment screening. We may then also collect additional background information such as credit history, criminal records, and occupational health information (if permitted by law);
- Special categories of personal data – information related to your racial or ethnic origin, religious, political or philosophical beliefs, trade union membership, veteran status or information about your health, disabilities, or sexual orientation. We use this information to make sure we meet relevant laws. If we offer you employment, we may also ask you for information about your health (physical or mental) so we can give health and insurance benefits to you and your dependents. We will also use this information to discuss with you what reasonable adjustments we can make for you. We want to make sure we provide an inclusive workplace.

You can decide whether to give us special categories of information if we ask you for them. If you decide not to share these with us, please be assured this does not affect your application.

You can also choose not to give us the other types of personal information when we ask you for them. If you decide not to give us your personal information, we may not be able to assess or consider your application.

If you give us the personal information of another person, e.g., your spouse/partner or referees, we assume you have their permission to share their data with us.

## How do we collect your personal information?

We collect your personal information when you:

- Apply for a job at Self Injury Support and participate in our recruitment process;
- Interact with our Human Resources team;
- Sign up to receive open job posts;
- Otherwise provide it to us.

We will also collect your information through:

- Recruitment agencies;
- Background and pre-employment check providers;
- Credit reference agencies;
- Your named referees;
- Publicly available sources (such as LinkedIn).

## How do we use your personal information?

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

- Assess your skills, qualifications, and suitability for the role;
- 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.

## Why are we allowed to collect and use your personal information?

We only process your data when we have a lawful basis to do so:

- It is in our legitimate interests to decide whether to appoint you as it would be beneficial to our organisation to appoint someone in the position you have applied for.
- We also need to process your personal information to decide whether to enter into a contract of employment with you.
- We may ask for your consent to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that.

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## How do we use particularly sensitive personal information?

### Special category data

We may use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a interview.

We may 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 in accordance with any governing legislation or such that a regulatory body requires us to do so.

### Automated decision making

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

## How long do we keep your personal information?

We will retain your personal information for no longer than 6 months after we have communicated to you our decision about whether to appoint you. 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. After this period, we will securely destroy your personal information in accordance with our data retention policy and relevant Data Protection Legislation.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a longer period. If we do not contact you in 24 months we will delete the data. You have the right to withdraw your consent for processing for this purpose at any time. To withdraw your consent, please contact us as set out below.

## Who do we share your personal information?

We will only share your personal information with the following third parties for the purposes of processing your application: recruitment agencies, our HR management and recruitment system and parties involved with pre-employment checks, VISA applications and so on. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do

not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## Who is the controller of your personal information?

We are a Data Controller for the personal information that we process about you during recruitment process.

In the UK, Data Protection Legislation means the Data Protection Act 2018 ('DPA 2018'), United Kingdom General Data Protection Regulation ('UK GDPR'), the Privacy and Electronic Communications (EC Directive) Regulations 2003 ('PECR') and any legislation implemented in connection with the legislation mentioned above.

## In what instances do we transfer your personal information outside of your home country?

The personal data that we hold about you will be stored in the UK. In limited circumstances may also be transferred to or stored at a destination outside the UK.

If we transfer your data to third party service providers based outside the UK, we ensure a similar degree of protection is provided to the transfer by ensuring at least one of the following safeguards is implemented:

- we will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the UK.
- where we use certain service providers, we may use specific contracts (known as Standard Contractual Clauses) approved by the UK Information Commissioners Office (ICO) which give personal data the same protection it has in the UK and Europe, as well as any additional security measures as required.

If you have any questions regards international transfers or wish to obtain a copy of any information related to the transfer of your personal data please contact us as set out below.

## How do we protect your personal information?

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. If you would like additional assurances regarding how we process data securely, please contact us as set out below.

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.

## What are your rights regarding your personal information?

You have rights we need to make you aware of. You may have the right to:

- Ask us for copies of your personal information. There are some exceptions, which means you may not always receive all the information we process;
- Ask us to correct information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- Ask us to delete your personal information;
- Ask us to restrict the processing of your information;

- Object to our processing of your personal information;
- Ask that we transfer information you have given us from one organisation to another, or to give it to you; and
- Complain to your local data protection authority.

You can find out how to get in touch with us to ask us to do any of the above by looking at the 'Contact Information and Privacy point of contact' section.

For your protection, and to protect the privacy of others, we may need to verify your identity before completing what you have asked us to do.

If you object to us using your personal information or withdraw permission for us to use your personal information, after initially giving it to us, we will respect your choice in line with the applicable law. However, by objecting or withdrawing your permission, we may not be able to complete the recruitment and pre-employment screening activities described in 'How do we use your personal information'.

## Contact Information and Privacy point of contact

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this notice, the way your personal information is processed, please contact us on:

[dataprocessing@selfinjurysupport.org.uk](mailto:dataprocessing@selfinjurysupport.org.uk)

Thank you for taking the time to read our privacy notice.