

Data controller: BHT Sussex

As part of any recruitment process, BHT Sussex collects and processes personal data relating to job applicants. BHT Sussex is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does BHT Sussex collect?

BHT Sussex collects a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which BHT Sussex needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, age, sexual orientation, health, and religion or belief.

BHT Sussex collects this information in a variety of ways. For example, data contained in application forms, or obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

BHT Sussex will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. BHT Sussex will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does BHT Sussex process personal data?

BHT Sussex needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, BHT Sussex needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

BHT Sussex has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows BHT Sussex to manage the recruitment process, assess and confirm candidate's suitability for employment and decide to whom to offer a job. BHT Sussex may also need to process data from job applicants to respond to and defend against legal claims.

BHT Sussex processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where BHT Sussex processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, BHT Sussex is obliged to seek information about criminal convictions, cautions, reprimands and final warnings. Where BHT Sussex seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, BHT Sussex will keep your personal data on file for six months in case there are future employment opportunities for which you may be suited. BHT Sussex will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes with HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

BHT Sussex will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. BHT Sussex will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

BHT Sussex will share your personal email address with the Chief Executive and their Personal Assistant, as part of our personal welcome to you joining BHT Sussex. Your personal email address will not be used for any other purposes without your permission.

BHT Sussex will not transfer your data outside the European Economic Area.

How does BHT Sussex protect your data?

BHT Sussex takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long will BHT Sussex keep my data?

If your application for employment is unsuccessful, BHT Sussex will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights.

You can:

- access and obtain a copy of your data on request;
- require BHT Sussex to change incorrect or incomplete data;
- require BHT Sussex to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where BHT Sussex is relying on its legitimate interests as the legal ground for processing; and
- ask BHT Sussex to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override BHT Sussex's legitimate grounds for processing data.

If you would like to exercise any of these rights, or make a subject access request, email yourdata@bht.org.uk

If you believe that BHT Sussex has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to BHT Sussex during the recruitment process. However, if you do not provide the information, BHT Sussex may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.