

## **Careers and Job Applications**

The Percy Hedley Foundation regularly advertises career opportunities across our various services, both internally and externally.

### **Information collection**

#### **Information you give us.**

Via our online portal ATS (application tracking system) you can view and apply for jobs. This will include providing personal information such as; full name, date of birth, address, email, and telephone number. We will also require your qualification and employment history.

Due to application procedures we will also need to collect some further mandatory personal

For the above type of processing our legal basis for processing your information is *the data subject (you) has given **consent** to the processing of his or her personal data for one or more purpose (Article 6 (a) GDPR), and*

Our additional **special category condition** for processing is - *the data subject (you) has given **explicit consent** to the processing of those personal data for one or more specified purposes (Article 9 (a) GDPR).*

This is in accordance with the **DPA 2018 schedule 1 Condition**; Part 1, this condition is met if the processing is necessary for **Equality of opportunity or treatment** (a) is of a specified category of personal data, and (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.

During our recruitment process we will ask you to disclose your **ethnicity, sexual orientation as well as any cultural and/or religious beliefs**, however, **this is not mandatory, and therefore you do not have to disclose this information**. If you do this information will be used for anonymised statistical purposes only.

Our legal basis for this processing is *the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes (Article 6 (a) GDPR), and*

Our additional **special category condition** for processing is - *the data subject (you) has given **explicit consent** to the processing of those personal data for one or more specified purposes (Article 9 (a) GDPR).*

This is in line with the **DPA 2018 schedule 1 Condition**; Part 2, **Equality of opportunity or treatment** *this condition is met if the processing (a) is of a specified category of personal data, and (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.*

### **Recipients and disclosing your personal information**

Where appropriate, HR will share your personal information internally between relevant departments within the Foundation. For instance, so the relevant Manager (s) can review your application prior to vetting for interview.

If your application is successful for interview your application will be shared with the interview panel. In most cases the interview panel will be made up of internal Percy Hedley employees, however, in some instances we may invite trusted third party professionals to join the panel.

In these instances your personal information will be shared with these professionals prior to interview, but we will only share via a secure encrypted method and will ensure the deletion of your documents immediately after interview.

### **Keeping your personal information**

We keep your personal information only for as long as required to operate the service in accordance with a legal, regulatory, or specific business purposes. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

For non-successful job applications we will retain for a maximum period of 12 months.

If your application is successful your application will form part of your employment record and be retained in line with our internal retention schedule. Once formally employed you will have access to the Foundations internal Privacy Notice which will explain how we will continue to use and store your personal information in more detail.

---