

## Job Applicant Privacy Notice

During the recruitment process, Better Pathways collects and processes personal data relating to job applicants. We are committed to being clear and transparent about how we collect and use that data and to meeting our data protection obligations.

### What information do we collect and process?

Better Pathways collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration, including entitlement to benefits such as pensions;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Better Pathways collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews and assessment tests. In some cases, we will collect personal data about you from third parties, such as references supplied by former employers. Data is stored in a range of different places, including on your application record and in our IT system including the email system.

### Why we process personal data?

We need to process data prior to entering into a contract with you. We also need to process data to enter into an employment contract with you and to meet our obligations under that employment contract, and to ensure that we are complying with our legal obligations as we are required to check an employee's entitlement to work in the UK before employment begins. Because of the nature of our work, it is also necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role.

Better Pathways has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables us to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. If we need to make reasonable adjustments to the recruitment process for candidates with a disability then we will also process health information

### If you fail to provide personal information

You are under no obligation to provide Better Pathways with data during the recruitment process. However, if you do not provide certain information when requested, we may not be able to process your application for employment properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

### For how long do we keep data?

Better Pathways will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the 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 we shall issue a new privacy notice which sets down the periods for which your data will be held.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. We will not share your data with third parties unless we make you an offer of employment. In those circumstances, we shall share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. We will not transfer your data to countries outside the European Economic Area.