



# SERT Applicant Privacy Notice

*The South East Rivers Trust is committed to protecting the privacy and security of your personal information.*

This Privacy Notice describes how we collect and use personal information about you as part of the Trust's recruitment process, in accordance with the General Data Protection Regulation (GDPR). We encourage you to read this notice carefully, so that you are aware of how and why we are using such information.

## General Data Protection Principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

## What information do we hold about you?

To process your application, the Trust 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

This information is collected in a variety of ways, namely the CVs and supporting letters you submit to us as part of your application. We may also obtain information from your passport (or other identity documents) or collect through interviews or other forms of assessment.

SERT may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a conditional job offer has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including secured hard copies, Dropbox and email.

## Why does SERT process personal data?

We need this information in order to process your job application to us.

SERT 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with its legal obligations and therefore do not need your consent. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

## What will happen if you do not provide personal data?

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

## Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of Trust staff, Trustees, and occasionally external partners when the job post is linked to a partnership project.

We will not share your data with third parties, unless your application for employment is successful and we make you a conditional offer of employment. We will then share your data with former employers to obtain references for you, and if relevant to the role, the Disclosure and Barring Service to check you are safe to work with children.

## For how long does SERT keep your data?

**Unsuccessful:** If your application for employment is unsuccessful, and you are not invited to interview, the Trust will hold your data on file for one month after we have notified you of our decision. If we wish to keep your information on file for future roles, we will ask your consent to hold this information for a further three years.

**Unsuccessful after interview:** If your application is unsuccessful after attending an interview, the Trust will hold your data on file for 6 months after the position is filled.

**Successful:** If your application is successful, and you are given a conditional offer of employment with us, personal data gathered during the recruitment process will be stored throughout your employment. The retention periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is ***no other lawful basis for us continuing to process it***. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you would like to exercise any of these rights, please contact us at [info@southeastriverstrust.org](mailto:info@southeastriverstrust.org).

## Complaints to the ICO

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

## Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this Privacy Notice, please contact us:

### Address:

South East Rivers Trust, c/o London Borough of Sutton, 24 Denmark Road, Carshalton, SM5 2JG

**Email:** [info@southeastriverstrust.org](mailto:info@southeastriverstrust.org)

**Phone:** 0845 092 0110