**Wales Environment Link**

**JOB APPLICANT PRIVACY STATEMENT**

Data controller: Wales Environment Link (WEL), Baltic House, Mount Stuart Square, Cardiff CF10 5FH

Data protection lead: Karen Whitfield, Joint Director – karen@waleslink.org

As part of any recruitment process, WEL collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

**What information does WEL collect?**

We collect a range of information about you. This may include:

* 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 WEL needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

WEL may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

WEL may 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. We will seek information from third parties only once a job offer to you has been made and will inform you about this.

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 WEL process personal data**?

WEL needs to process data to take steps, at your request, prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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

WEL 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. WEL may also need to process data from job applicants to respond to and defend against legal claims.

WEL may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. WEL processes such information to carry out its obligations and exercise specific rights in relation to employment. WEL will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, WEL staff and Trustees and our external IT company if access to the data is necessary for the performance of their roles.

If you are applying for a funded role then your data may be shared with the project funders as part of the recruitment exercise.

WEL will not share your data with any other third parties, unless your application for employment is successful and we make you an offer of employment. WEL will then share your data with former employers to obtain references for you, and any necessary employment background check providers if this is required for the role.

WEL will not transfer your data outside the European Economic Area.

**How does WEL protect data?**

WEL takes the security of your data seriously. It has 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. Access to recruitment information is tightly restricted.

**For how long does WEL keep data?**

If your application for employment is unsuccessful, WEL will hold your data on file for one year 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 WEL’s Employee Privacy Statement.

**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 WEL to change incorrect or incomplete data;
* require WEL to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where WEL is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Lead, details of which can be found on page 1 of this statement.

If you believe that WEL 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 WEL during the recruitment process. However, if you do not provide the information, WEL may not be able to process your application properly or at all.