

## **New Local Job Applicant Privacy Notice**

As someone applying for a job with New Local, you need to tell us things about yourself. This notice explains what information of yours we need, why, and what we'll do with it. By applying for a job with us you are agreeing to us using your information in the way set out below.

### **Who we are**

New Local is the data controller and processor, meaning we are responsible for your data and what happens to it. None of your data will be shared with any third parties except where required by law.

### **Where the data comes from**

All the data we collect will be provided by you, except for any references you give us, which we will collect from the referees if your application progresses to that stage.

### **Why we need your data**

All the data we collect is required to process your application, except for data you choose to provide for our Equal Opportunities Monitoring (EOPS) Form. You are not obliged to complete the equal opportunities form and not doing so will not affect our decision about whether to give you a job or not. But we ask you to complete it as it helps us to monitor our application processes to ensure that we treat everyone fairly and promote equality, diversity and inclusion in line with our values.

### **Which data we use**

The sort of information we hold includes your CV, cover letter, and references, including contact details and education and employment history. The (optional) equal opportunities form asks for (special category) information about your gender, marital status, age, disability, ethnicity, sexual orientation, and religious beliefs. In providing the information we will take it that you are content for us to use it for monitoring whether our job application process treats people fairly in relation to our equal opportunities and diversity policy. The EOPS form is used exclusively for this purpose and is not made available to the people making decisions on who to appoint to the job.

## **What we do with your data**

Your application data (excluding the EOPS form which will be separated from the rest of your application) will be stored securely and used by the people shortlisting and interviewing candidates for the job to which you have applied (including contacting any referees you provide) but not processed in any other way. If your application is successful, this data will be added to your personnel file.

## **How long we keep your data**

If your application is unsuccessful all of your application data will be kept for 6 months after the application process in line with guidelines from the Information Commissioner's Office (ICO). It will then be destroyed. If your application is successful then your data (not including the EOPS form) will be added to your personnel file, where it will be kept until 6 years after you leave New Local.

## **Your rights**

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data (personal data is any information related to you).

At any point you can request to see the information and have it corrected or deleted, though if you ask us to delete your information, we will not be able to process your application. You also have the right to request that we restrict processing. If you have provided consent for the processing of your data, you have the right to withdraw that consent at any time (not affecting the lawfulness of the processing before your consent was withdrawn). For this or any other requests email our Data Protection Officer at [rnelmes@Newlocal.org.uk](mailto:rnelmes@Newlocal.org.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the Information Commissioner's Office <https://ico.org.uk/>