



## FAIR PROCESSING NOTICE/PRIVACY NOTICE FOR JOB APPLICANTS

Version 1 – May 2018

WMAT understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for anyone applying for a role at WMAT and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

### WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

### WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name, Previous Surname, Other Names, Title, DoB, Gender, National Insurance Number
<i>Address</i>	Previous addresses, Current address
<i>Contact</i>	Home Phone, Mobile, Email Address
<i>Employment</i>	DFES Number, Previous Employment, Information, DBS Number

### WHO IS IT BEING COLLECTED FROM?

Your Personal Data is collected from you directly via the application form or via an agency that you have given permission to share.

### WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required for WMAT to consider your application. Your Personal Data is used to conduct the mandatory statutory checks.

Your Personal Data is processed based on GDPR Legal Basis:

<i>Contract</i>	Your details are used for application processing and consideration.
<i>Legitimate Interest</i>	Your details are passed to our selection panel as part of the interview process. Your application information will be retained in case of any employment claims.

#### WHO WILL IT BE SHARED WITH?

Your Personal Data will be shared with:

<i>HR Staff</i>	Your details will be passed to our HR staff for processing of your application.
<i>Selection Panel</i>	Your details may be passed to our Selection Panel as part of the interview process.

#### HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

If successful, we are required to hold your Personal Data for 7 years after the end of your employment based on the current legal obligations from HMRC.

If unsuccessful, we will retain your application information for 6 months in case of any employment claims. You may request that we don't retain this for considering future roles.

#### WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), Data Subjects have rights about their Personal Data; these rights are not absolute:

<i>The Right to be Informed</i>	Provides Data Subjects with information about the processing activities being conducted, which are contained within this notice.
<i>The Right of Access</i>	Provides the Data Subjects with confirmation that their Personal Data is being processed and allows them access to the Personal Data you hold.
<i>The Right to Rectification</i>	Data Subjects have the right to have inaccurate data rectified or incomplete data completed.
<i>The Right to Erasure (Right to be Forgotten)</i>	Data Subjects have the right to have their Personal Data erased, provided that: it is no longer needed; we have been processing your data by consent and you have withdrawn consent; we no longer have a legal basis to process your data under; or we are processing your data unlawfully.
<i>The Right to Restrict Processing</i>	Data Subjects have the right to restrict the unnecessary processing of their Personal Data where it was processed under legitimate interest.
<i>The Right to Data Portability</i>	Data Subjects have the right to move their Personal Data between organisations, such as banks and insurance companies. It is not always possible to do this but can be done when the data is being processed under contract or with your

	consent and the processing is performed by automated means.
<i>The Right to Object</i>	Data Subjects have the right to object to how their Personal Data is being processed where it is being processed under legitimate interest.
<i>Rights Relating to Automated Decision Making and Profiling</i>	Data Subjects have the right not to be subject to an automated decision or profiling, where such could produce a legal effect concerning him or her, or similarly significantly affects him or her.

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – [ico.org.uk](https://ico.org.uk)

#### HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### CONTACT US

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Weydon MAT is registered with the Information Commissioner's Office: ZA250440