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Company 03894363
Charity 1086812**

Recruitment Transparency Notice

Thank you for your interest in working for Shoreditch Trust.

Shoreditch Trust is a registered charity with number 1086812 and a Company limited by guarantee with Company Number 03894363. Our registered address is 12 Orsman Road, London N1 5QJ

This Privacy Notice explains how Shoreditch Trust collects and uses personal data relating to the recruitment process, in line with the Data Protection Act 2018.

Your personal information

To complete the recruitment process according to our Safer Recruitment Policy, we need to collect some personal information from you. Because this information is private, we will take care to ensure that:

1. It remains confidential;
2. It is used appropriately; and
3. It is stored securely.

This transparency notice sets out why we need your personal information, how we will use it and how you can retain control of it. Please take the time to read and understand this notice before you provide your personal information.

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

What information do we collect and why?

From you:

As part of the recruitment process, we will require some personal information from you. This includes personal information that will enable us to identify you including your full name, personal contact details including your home address, telephone numbers and email addresses.

We will also collect information relating to your education, training and experience that will be used to inform your assessment.

We will look at information you provide that demonstrates your ability to work in the UK, this might be your passport or visa.

We will also have details of your responses in tests or interviews so we can assess your suitability for the role.

We will collect ethnicity information to enable us to monitor the profile of applicants to our organisation and make changes to our recruitment processes where necessary.

Should you be invited to interview, we will request disability information to ensure that we meet your access requirements.

Should we offer you the position, we may require you to undertake a Disclosure and Barring Service (DBS) check prior to starting. Eligibility of the role for DBS checks is outlined in the job description. Disclosure of a criminal conviction will not automatically bar individuals from a role; however the conviction will be reviewed by the Executive with HR guidance from Natwest Mentor to determine if it will have an impact on the candidate's suitability for the role.

From third parties:

We also collect information from third parties such as recruitment agencies and former employers.

How we will use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to comply with a legal obligation. For example, we process your passport and visa information to check you are entitled to work in the UK to comply with the legal obligations upon the Trust relating to immigration from the UK Visas and Immigration division of the Home Office.
- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests. For example, we process your CV information for our legitimate interest of ensuring you are fully qualified and experienced for the role we are seeking to fill.

Please note: if you do not provide your personal data we will not be able to consider your application.

Shoreditch Trust does not use any automated decision-making in our recruitment procedures.

How long will we keep your information for?

The length of time we will keep your information will vary depending on the outcome of the assessment.

1. Should you be successful in your application, we will retain the personal information in your HR file and different conditions will apply; these are available to view in the Employee Handbook.
2. Should you be unsuccessful, we intend to store your information in relation to the position you have applied for until the successful candidate has completed their probationary period and their contractual position is confirmed.

The standard length of the probationary period is three months although it will vary according to different roles and will be stated in the job description; it can also be extended depending on the chosen candidate's work performance. This is in the event of the selected candidate not succeeding in their role and Shoreditch Trust needing to re-recruit. You can, upon request, ask for this information to be deleted.

3. Should we retain an interest in your candidacy in relation to upcoming positions in the organisation, we will specifically request your permission to store your personal information and contact you should a relevant opportunity arise.

Who do we share your information with?

We will contact the referees that you provide in your application. Unless specifically stated, we will only contact your referees if we have offered you the position and that you have accepted.

It is your responsibility to ensure that you have given your referees permission to share your personal information with us.

How do we store your information?

Your information is stored electronically on our Microsoft cloud-based server which is hosted within the European Economic Area (EEA). We do not transfer your information outside the EEA.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know.

How can you have access to your information?

Under certain circumstances, by law you have the right to:

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 good reason 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.

Withdraw consent in the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we are required to continue to process your information in accordance with another lawful basis which has been notified to you.

To exercise any of the above rights please contact the Director of Health and Wellbeing Delivery, Edouard Guidon, at edouard@shoreditchtrust.org.uk or on 020 7033 8506.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you are unhappy about how we have handled your personal information and would like to make a complaint, please contact dataprotection@shoreditchtrust.org.uk. You can also complain to the ICO: www.ico.org.uk

Thank you for taking the time to read this document. We hope that it was helpful and provided you with clarity.