



**Pre and post natal depression
support services**

**Please contact:
0121 301 5990
to arrange Help and Support**

Recruitment Privacy Notice

Your Data Protection Rights

Introduction

As part of any recruitment process, Acacia collects and processes personal data relating to job applicants. Acacia is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Acacia collect?

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

Acacia will 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.

Acacia will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. Acacia will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 Acacia process personal data?

Acacia 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, Acacia needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

Acacia will process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It will also collect information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. Acacia processes such information to carry out its obligations and exercises specific rights in relation to employment.

For some roles, Acacia is obliged to seek information about criminal convictions and offences. Where Acacia seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Acacia will keep your personal data on file for one year to comply with the various discrimination acts minimum retention periods and potential extension of these periods for bringing claims.

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Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team (which may include Trustees), interviewers involved in the recruitment process, managers who have a vacancy in their area of responsibility, and admin staff.

Acacia will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Acacia will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

How does Acacia protect data?

The security of your information is of utmost importance to us. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. We seek to use reasonable measures to protect your information as required by the law, in line with industry standards and in accordance with the policies Acacia has set. Sensitive data is held under strict security conditions.

As a small organisation, we use a cloud-based version of Microsoft Office 365. As a result, our data is stored in the Microsoft Cloud which is based in the EU. In the unlikely event that we transfer your personal information to countries that are outside of the European Union we would ensure that the transfer is carried out in a compliant manner and appropriate safeguards are in place.

A hard copy of your file is also kept. This is stored securely in a locked cabinet at our head office. Access to these files are limited. If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

For how long does Acacia keep data?

If your application for employment is unsuccessful, Acacia will hold your data on file for one year after the end of the relevant recruitment process.

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 a new privacy notice.

Automated decision-making

Acacia does not use automated decision making processes.

Your rights

Data protection laws provide you with a number of rights under the data protection laws, namely:

- To access your data (by way of a subject access request);
- To have your data rectified if it is inaccurate or incomplete;
- In certain circumstances, to have your data deleted or removed;
- In certain circumstances, to restrict the processing of your data;
- A right of data portability;
- To object to direct marketing;
- Not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you;
- To claim compensation;
- To withdraw your consent to our processing of your information at any time.

You can ask for further information about our use of your personal information or complain about its use, by contacting Rob Ewers, our Data Protection Manager, 5a Coleshill Street, Sutton Coldfield, or by email at rob@accacia.org.uk.

If you have any concerns, or are not satisfied with our handling of any request by you in relation to your rights, you also have the right to make a complaint to the Information Commissioner's Office. Their address is: First Contact Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

What if you do not provide personal data?

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

