

Privacy notice for job applicants and candidates

WHAT IS THE PURPOSE OF THIS DOCUMENT?

You are being sent a copy of this privacy notice because you are applying to work with the Dartington Hall Trust or one of our subsidiary companies (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

For the purposes of recruitment The Dartington Hall Trust is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You should retain a copy of this privacy notice for your records.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form.
- Any information you provide to us during an interview, including test results (if applicable).

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity.
- Information about your health, including any medical condition, and any adjustments that might be required to ensure you have a fair opportunity during the recruitment process.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- A recruitment agency, from which we collect a CV and contact details.
- Disclosure and Barring Service in respect of criminal convictions (if applicable to the role).
- Your named referees, from whom we collect the following categories of data: relationship to the referee, dates of employment, relevant disciplinary information, sickness absence records, and performance information.

We do not acquire information about candidates from publicly available sources (such as social media).

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

In order to reach a decision on whether to appoint you to a role and enter into an employment contract with you.

Having received your application form **or** CV and covering letter, we will process that information to reach a decision on whether to shortlist you for the role, and usually invite you to an interview. We will use the information you provide to us at the interview along with any test results from a task/test set as part of the interview process to reach a decision whether to offer you the role. If we decide to offer you the role, we will then take up references and may also carry out criminal record and health check before confirming your appointment and entering into an employment contract with you.

If you fail to provide personal information

If you fail to provide information when requested which is necessary for us to consider your application we will not be able to process your application successfully.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race to ensure meaningful equal opportunity monitoring and reporting. This information is removed from your application, anonymised, and retained by the Dartington Hall Trust People department and not shared with recruitment panels or any other staff member.

- We may need to consider information about your health to make a decision on your ability to carry out the role.

INFORMATION ABOUT CRIMINAL CONVICTIONS

As part of the application process we may need to process information about unspent criminal convictions and depending on the role, we may require further information about your criminal convictions history if we would like to offer you the role where:

- We are legally required to carry out criminal record checks for those carrying out roles that interact regularly with children or vulnerable people
- The role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) and is also specified in the Police Act 1997 (Criminal Records) Regulations (SI 2002/233) so is eligible for a standard **or** enhanced check from the Disclosure and Barring Service.
- The role requires a high degree of trust and integrity since it involves dealing with significant financial or operational responsibility and so we would like to ask you to seek a basic disclosure of your criminal records history.

We will never undertake such checks without your prior knowledge and your involvement. We have in place an appropriate procedure and safeguards which we are required by law to maintain when processing such data.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on your recruitment based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: the Disclosure and Barring Service; Pre-employment health-check agency and another company within the Dartington Hall Trust Group (if the role is relevant to that company).

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

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, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that in the event of a legal claim we would be able to show that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or any laws and regulations that may apply.

If we wish to retain your personal information on file for longer than the standard retention period, in case a further opportunity may arise in future that we may wish to consider you for, we will write to you separately seeking your explicit consent to retain your personal information for a longer fixed period on that basis.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal 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.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our People team at hellohr@dartington.org in writing.

RIGHT TO WITHDRAW CONSENT

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the People team at hellohr@dartington.org. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

DATA PROTECTION OFFICER

Catherine Gledhill is the identified data privacy manager who oversees compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal

information, please contact Catherine at Catherine.Gledhill@dartington.org. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

ABOUT THE DARTINGTON HALL TRUST

The Dartington Hall Trust is registered in England as a company limited by guarantee (Company No. 1485560) and a registered charity (Charity No. 279756).

Our registered office is The Elmhirst Centre, Dartington Hall, Dartington, Totnes, Devon TQ9 6EL.

Our correspondence address is HR & People Team, The Dartington Hall Trust, Higher Close Offices, Dartington Hall, Totnes, TQ9 6EL