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STROKE ASSOCIATION
JOB APPLICANT PRIVACY POLICY

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Important information and who we are

Welcome to the Stroke Association's Applicant's Privacy Policy.

The Stroke Association is a company limited by guarantee and registered charity in England and Wales.

Stroke Association acts as a “data controller” for processing your application. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (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).

The association is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

We will comply with data protection law and principles, which means that your data will be:

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

What information does the Stroke Association collect?

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

- 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The association collects this information from application forms, CV's, interviews and relevant assessment methods. It is also obtained from your passport or other identity documents.

If successful in your application for a position with Stroke Association, we will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks.

Data will be stored in a range of different places, including on your paper personnel file, in HR management systems and on other IT systems (including email).

Why does the Stroke Association process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you.

In some cases, the organisation 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.

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

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation 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.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation may then share your data with former employers to obtain references

for you and the Disclosure and Barring Service, Disclosure Scotland and Access NI to obtain necessary criminal records checks.

The organisation will not transfer your data outside of the European Economic Areas.

How does the Stroke Association protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Stroke Association keep data?

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 advertised role. We retain your personal information for that period so that we can show, in the event of a legal claim, 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 and disposal policy.

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 is available in the Associations data retention and disposal policy.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Information provided as part of your application may be used anonymously to analyse and produce statistics about the effectiveness of our recruitment process and composition of job applicants. This information will not identify you in any form.

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.
- **Request to withdraw consent** for the processing of your personal information. This enables you to withdraw your consent to the processing of your personal information where we have relied on such given consent. For example, in the case of an unsuccessful application, where we have sort consent to retain your information for future employment opportunities.

Please note these rights are not absolute and under certain circumstances where we have a genuine reason to do so, we may refuse

If you would like to exercise any of these rights, please contact the HR department HR@stroke.org.uk (Please ensure your email subject is clearly marked SUBJECT ACCESS REQUEST) or you can make a subject access request by completing the organisation's [form for making a subject access request available at www.stroke.org.uk](#)

What if you do not provide personal data?

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

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Data Protection Officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at mydata@stroke.org.uk 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.

Acknowledgement of Receipt

By continuity with the application (submitting your completed application to Stroke Association), you acknowledge receipt of this policy and that you have read and understood the policy.