

## Privacy Notice for Prospective Employees

### 1. Scope

This Privacy Notice ("Notice") describes how Independence Matters collects and uses personal information relating to those applying for positions within Independence Matters.

### 2. Aims

This Notice tells you what personal information Independence Matters collects about prospective employees, why we need it, how we use it and what protections are in place to keep it secure.

### 3. Key Terms

"Independence Matters" "we" and "us" mean Independence Matters CIC and all subsidiaries of this company.

"You" and "your" mean prospective employees, prospective apprentices and people connected to them (such as the person you nominate to provide a reference)

"GDPR" means the General Data Protection Regulation.

"Personal data" means information about you, and from which you could be identified, including information which may be protected under the EU General Data Protection Regulation (GDPR). Personal information does not include anonymous information (i.e. information that cannot be associated or tracked back to a specific individual). The lawful basis for processing personal data are set out in Article 6 of the GDPR. At least one of these must apply whenever we process personal data in respect of prospective employees.

"Sensitive personal data" or "special categories" means information about your racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences. When processing sensitive personal data/special categories we must satisfy a condition under both Article 6 and Article 9 of GDPR. When the sensitive personal data/special category relates to information regarding criminal convictions and offences we must satisfy a condition under both Article 6 and Article 10 of the GDPR.

"Data Controller" means a person who or an organisation which determines how personal information is processed and for what purposes. In this instance Independence Matters is the registered data controller and is committed to protecting the rights of individuals in line with the GDPR.

"Data Processor" means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

"Data Subject" means a natural person who could be identified by personal data held by the data controller.

"Third Party" means any persons other than the data controller, data subject or data processor to whom personal and sensitive personal data may be passed. Examples include taxation and immigration bodies, legal services and the police.

“Legitimate needs of the business” means where data is processed as being necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. Examples of “Legitimate needs of the business” could include, but not restricted to, the Adult Social Care Workforce Data Set where we apply for funding based on training and qualifications and the use of a Care Compliance Tool which assists in maintaining good standards of governance, accountability and audit monitoring.

#### 4. Privacy at Independence Matters

It is Independence Matters’ policy to:

- Process your personal information fairly and in accordance with applicable laws;
- Tell you (either directly or in our policies) about how we will use your personal information;
- Only collect personal information from you with your consent or when we need it for contractual, legal or legitimate purposes;
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it;
- Not keep your personal information for longer than we need to;
- Keep your personal information secure, and limit the people who can access it;
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up-to-date; and
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

More information about Independence Matters’ approach to data protection is outlined in the Data Protection Policy. If you wish to refer to this, please request a copy from your recruiting manager.

#### 5. What personal information does Independence Matters collect from and about you?

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

Type of Information	Examples Please note that the examples are illustrative and non-exhaustive	Category of data	Retention Period
Information about you:	name, address, personal email address, date of birth, marital status, nationality, race, gender, religion, and preferred language, details of any disabilities, work restrictions and/or required accommodations.	Personal data and sensitive personal data	<p><b>Unsuccessful candidates:</b> Data to be confidentially destroyed immediately after recruitment campaign has ended.</p> <p><b>Successful candidates:</b> Data to be kept for the duration of employment.</p>

Information to contact you at work or home:	name, address, telephone, and e-mail addresses as provided on your application form.	Personal data and sensitive personal data	<b>Unsuccessful candidates:</b> Data to be confidentially destroyed immediately after recruitment campaign has ended.  <b>Successful candidates:</b> Data to be kept for the duration of employment.
Information in relation to Covid-19 vaccinations	Details of your vaccinations in relation to the changes in legislation within The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 relevant to the role to which you undertake.	Sensitive personal data	Data to be kept for the duration of employment or until the legislation changes
Information to identify you for Evidence of Entitlement to Work in the UK:	Photographs, passport, work visas, national identity cards, birth certificate, evidence of National Insurance number.	Personal data and sensitive personal data	<b>Unsuccessful candidates:</b> Data to be confidentially destroyed immediately after recruitment campaign has ended.  <b>Successful candidates:</b> Data to be kept for the duration of employment and two years post-employment.
Information about your suitability to work for us:	CVs, resumes and/or application forms, references, interview notes, records/results of pre-employment checks, including criminal record checks and the "live" DBS update service.	Personal data and sensitive personal data including data relating to criminal convictions and offences.	<b>Unsuccessful candidates:</b> Data to be confidentially destroyed immediately after recruitment campaign has ended.  <b>Successful candidates:</b> Data to be kept for the duration of employment.
Information to allow us to contact you for general communications about work and legitimate business reasons only.	Personal email address	Personal data	<b>Unsuccessful candidates:</b> Data to be confidentially destroyed immediately after recruitment campaign has ended.  <b>Successful candidates:</b> Data to be kept for the duration of employment.

## 6. Why do we need to collect and use your personal information?

We need to collect and use your personal information for recruitment purposes.

Purposes for which we need your personal information: <b>Legal basis for processing data</b>	Examples Please note that the examples are illustrative and non-exhaustive.
Recruitment.  <b>Processing is required to move towards entering into a contract. Article 6(1)(b)</b>	<ul style="list-style-type: none"> <li>To assess your suitability to work for Independence Matters;</li> <li>To conduct interviews;</li> </ul>

<p><b><i>Processing is required for compliance with a legal obligation to which the controller is subject. Article 6(1)(c)</i></b></p> <p><b><i>Processing of personal data relating to criminal convictions and offences. Article 10</i></b></p> <p><b><i>Processing is required for the purposes of carrying out the obligations of the controller or of the data subject on the field of employment. Article 9(2)(b)</i></b></p> <p><b>OR</b></p> <p><b><i>The data subject has given explicit consent to the processing. Article 9 (2)(a)</i></b></p>	<ul style="list-style-type: none"> <li>• To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record checks.</li> <li>• To make offers and provide contracts of employment;</li> </ul>
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## 7. How do we protect your personal information?

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal data/information we hold on computer systems, or cloud-based portals, is not accessed by anyone it shouldn't be.

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for Independence Matters. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them.

## 8. Notice Owner

Data Protection Officer at Independence Matters CIC, Dereham Community Hub, Rash's Green, Dereham, Norfolk NR19 1JG.

### Review

Notice reviewed at least annually.

First draft: May 2018

Reviewed: August 2021

Review due: April 2022