



Applicant Privacy Policy

Owner:	Director of Finance & Business Services		
Date Reviewed:	November 2024		
Date Approved:	20 January 2025		
Approved By:	Quality Assurance & Improvement Committee		
Next Review Due:	January 2027		
This document will be reviewed by the policy owner periodically for compliance with policies, standards and any other requirements. Printed copies may be out of date.			
Change History			
Version	Date	Summary of Change	Reviewer
1.0	Jan 2025	New policy	CFO, DFBS, HOO, HR manager

Contents

1. Introduction	2
2. What information does the Organisation collect and process?	2
3. Why does the Organisation process personal data?	2
4. If you fail to provide personal information.....	3
5. For how long do you keep data?	3
6. Who has access to data?	3
7. How does the Organisation protect data?	4
8. Your rights.....	4
9. Policy Review	4
10. Policy Approval	4

Policy Name	Applicant Privacy Policy	Owner	Director of Finance & Business Services
Version	1.0	Signature	<i>Alana</i>
Effective Date	1 February 2025	Page	1



1. Introduction

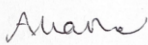
- 1.1. During the recruitment process, Step One Charity ('SOC' or the 'Organisation') collects and processes personal data relating to job applicants.
- 1.2. The Organisation is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

2. What information does the Organisation collect and process?

- 2.1. The Organisation collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:
 - 2.1.1. Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
 - 2.1.2. details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
 - 2.1.3. information about your remuneration, including entitlement to benefits such as pensions;
 - 2.1.4. Health data to enable any adjustments to be made as part of the recruitment process;
 - 2.1.5. criminal record information;
 - 2.1.6. information about your entitlement to work in the UK; and
 - 2.1.7. equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
- 2.2. The Organisation collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews and assessment tests.
- 2.3. In some cases, the Organisation collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.
- 2.4. Data is stored in a range of different places, including on your application record, in the Organisation's HR management systems and in other IT systems (including the Organisation's email system).

3. Why does the Organisation process personal data?

- 3.1. The Organisation needs to process data prior to entering into a contract with you. We also need to process data to enter into an employment contract with you and to meet our obligations under that employment contract.
- 3.2. In addition, the Organisation needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

Policy Name	Applicant Privacy Policy	Owner	Director of Finance & Business Services
Version	1.0	Signature	
Effective Date	1 February 2025	Page	2

- 3.3. The Organisation has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables the Organisation to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. The Organisation may also have to process data from job applicants in order to defend legal claims.
- 3.4. The Organisation processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.
- 3.5. For all positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role.

4. If you fail to provide personal information

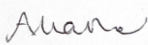
- 4.1. You are under no obligation to provide the Organisation with data during the recruitment process. However, if you do not provide certain information when requested, the Organisation may not be able to process your application for employment properly or at all.
- 4.2. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

5. For how long do you keep data?

- 5.1. The Organisation will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, the Organisation will hold your data on file for 6 months after the end of the recruitment process. At the end of that period, your data is deleted or destroyed.
- 5.2. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The Employee Privacy Notice and the Data Retention Policy sets out the periods for which your data will then be held.

6. Who has access to data?

- 6.1. Your information will be shared internally for the purposes of the recruitment process, including with the HR team, recruiting manager, interviewers and members of the Senior Leadership Team where involved in recruitment decisions within their teams.
- 6.2. The Organisation will not share your data with third parties unless we make you an offer of employment. In those circumstances, the Organisation shall share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. The Organisation will then share your data with former employers and any other identified referee for employment references.
- 6.3. The Organisation will not transfer your data to countries outside the UK.

Policy Name	Applicant Privacy Policy	Owner	Director of Finance & Business Services
Version	1.0	Signature	
Effective Date	1 February 2025	Page	3



7. How does the Organisation protect data?

- 7.1. The Organisation takes the security of your data seriously. The Organisation has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. If you would like any further information please contact hr@steponecharity.co.uk.

8. Your rights

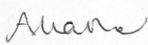
- 8.1. As a data subject, you have a number of rights. You can:
- 8.1.1. access and obtain a copy of your data on request (known as a “data subject access request”);
 - 8.1.2. require the Organisation to change incorrect or incomplete data;
 - 8.1.3. request erasure of your personal information. This enables you to ask the Organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
 - 8.1.4. object to the processing of your data where the Organisation is relying on its legitimate interests as the legal ground for processing; and
 - 8.1.5. ask the Organisation to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.
- 8.2. If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the HR team.
- 8.3. If you believe that the Organisation has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.

9. Policy Review

- 9.1. This Policy will be reviewed every two years or as needed to ensure it remains current legal requirements.

10. Policy Approval

- 10.1. This Policy was approved by the Senior Leadership Team on 16 December 2024.

Policy Name	Applicant Privacy Policy	Owner	Director of Finance & Business Services
Version	1.0	Signature	
Effective Date	1 February 2025	Page	4