



key and
community
lifestyles

Key and Community Lifestyles

**Job
Applicant
Privacy
Notice**

Job applicant privacy notice

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner.

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

The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Key is a Scottish Charity with its registered office at The Square, 70 Renton Street, Glasgow, G4 0HT. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5659071. We are the data controller of any personal data that you provide to us.

Community Lifestyles is a Scottish Charity with its registered office at The Square, 70 Renton Street, Glasgow, G4 0HT. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z4948684. We are the data controller of any personal data that you provide to us.

Any questions relating to this privacy notice and our Data Protection practices should be sent to the Data Protection Manager who is based at our registered address above.

What information does the organisation collect?

The object of monitoring is to check that at every point where decisions are made about individuals, their appointment, promotion, training, treatment, remuneration, hours and other conditions, there is no incidence of:

- prejudice concerning the relevant areas which is influencing decisions.
- indirect discrimination, e.g., in the form of non-essential age limits, qualifications criteria or other practices which effectively discriminate in the relevant areas.

The organisation collects a range of information about you. This includes:

- personal details such as your name, contact details, date of birth, NI number.
- details of your qualifications, skills, experience, and employment history.
- your current and past levels 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.
- capability information to ensure you are able to carry out the essential functions of the role.
- ethnic origin – this is not required information so is provided on a voluntary basis.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

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

If you are made an offer, we will then seek health and absence related information.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other ICT systems.