

## Privacy Notice – Recruitment



### Who are we?

We are the CVS for Broxbourne & East Herts. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, via email at [admin@cvsbeh.org.uk](mailto:admin@cvsbeh.org.uk) or by telephone on 0300 123 1034.

Our appointed Data Protection Officer is Sarah Forbes. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at [sarah@cvsbeh.org.uk](mailto:sarah@cvsbeh.org.uk) or by telephone on 0300 123 1034.

### What personal data do we collect?

When you apply for a position with CVSBEH, we ask you for certain details including your full name, address and contact details. We collect information such as your ethnic origin for equal opportunities monitoring and also collect information on any disabilities that you may have. We also ask you whether or not you have any criminal convictions and details of these. We ask for this when you complete an application form.

### Why do we collect this information?

This information is collected to assess your suitability for the position. We collect this information in our legitimate interest which is to find a suitable candidate for the role. We collect details of your disability, if you have one, so that we can make adjustments to help facilitate your interview. We ask for your consent to collect this information. We collect information for equal opportunities monitoring and other sensitive information with your consent.

### What do we do with your information?

The information you provide us with will be held securely by CVSBEH and shared with relevant staff and will only be used for the purposes mentioned above.

We will only share information with 3rd parties if we are required to by law.

We do not use the information that you provide us with to make automated decisions that might affect you.

### How long do we keep your information for?

We keep your information securely for 6 months. If you are appointed the position, we will keep your information in line with our employment privacy notice which will be issued to you at the time of appointment.

### Your rights over your information

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate.

You can also request that we give you a copy of the personal data we store about you and to stop using your information for a period of time if you think we are not doing so lawfully. If you wish to do this, please send a request via email, post or telephone with the information provided above.

You can ask us to stop using your information, which you can do at any time by emailing, writing or telephoning us using the contact details above. This may mean that we will not be able to consider your application.

### Your right to complain

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5A