



JOB APPLICANT PRIVACY NOTICE

1. INTRODUCTION

- 1.1. As part of our recruitment process, Unite the Union ('Unite') collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data, and to meeting our data protection obligations.

2. WHAT INFORMATION DOES UNITE COLLECT?

- 2.1. We collect a range of information about you. This includes:
 - 2.1.1. personal contact details such as name, title, addresses, telephone numbers, and email addresses;
 - 2.1.2. age group;
 - 2.1.3. gender;
 - 2.1.4. details of your qualifications, skills, experience and employment history;
 - 2.1.5. details of whether you are related to another Unite employee;
 - 2.1.6. information about your current level of remuneration and notice periods, and
 - 2.1.7. information about your entitlement to work in the UK.
- 2.2. We may also collect a range of "special category" information about you. This includes:
 - 2.2.1. whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
 - 2.2.2. your trade union membership; and/or
 - 2.2.3. information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- 2.3. We may also collect information relating to criminal convictions and offences. This includes information gathered from conducting a Disclosure and Barring Service ("DBS") check, where applicable and relevant to the role.
- 2.4. We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.
- 2.5. We may also collect personal data about you from third parties, such as references supplied by former employers or character references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.
- 2.6. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3. WHY DOES THE UNITE PROCESS PERSONAL DATA?

- 3.1. We process data to take steps prior to entering into a mutually agreed contract with you. We may also need to process your data when entering into that contract with you.
- 3.2. In some cases, Unite will process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3. We have 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 to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4. We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment and equality statistics. We may also collect information about applicants with disabilities to make reasonable adjustments. . We process such information to carry out our obligations and exercise specific rights in relation to employment.
- 3.5. We may be obliged to ask you to disclose information about criminal convictions and offences in order for us to comply with our obligations and to exercise specific rights in relation to employment, including DBS checks if applicable.
- 3.6. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

4. WHO HAS ACCESS TO DATA?

- 4.1. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers including Executive Council members involved in the recruitment process and personnel involved in supporting the administration of the Executive Council interview panel, managers in the area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.
- 4.2. We will not share your data with third parties unless your application for employment is successful and we makes you an offer of employment. We will then share your data with former employers and character references to obtain references for you.
- 4.3. We will not transfer your data outside the European Economic Area.

5. HOW DOES UNITE PROTECT DATA?

- 5.1. We take the security of your data seriously. We have internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anyone other than our employees in the proper performance of their duties. Systems are controlled by access controls.

6. HOW LONG DOES UNITE KEEP YOUR DATA?

- 6.1. If you are an external applicant and your application for employment is unsuccessful, we will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.
- 6.2. If you are an external applicant and 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 employee data will be held is covered by our Employee Privacy Notice which will be provided to you upon appointment.

- 6.3. If you are an internal applicant and your application for employment is successful or unsuccessful, 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 for as an employee is covered by the Employee Privacy Notice.

7. **YOUR RIGHTS**

- 7.1. As a data subject, you have a number of rights. You can:
 - 7.1.1. access and obtain a copy of your data on request;
 - 7.1.2. require us to change incorrect or incomplete data;
 - 7.1.3. require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
 - 7.1.4. object to the processing of your data where we are relying on our legitimate interests as the legal grounds for processing.
- 7.2. If you would like to exercise any of these rights, please contact the HR department on hr@unitetheunion.org or by post at the following address:- HR Department Unite the Union 128 Theobald's Road London WC1X 8TN
- 7.3. The Union has 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, you can contact the DPO at dataprotection@unitetheunion.org or by post at the above address
- 7.4. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

8. **WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

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

9. **AUTOMATED DECISION MAKING**

- 9.1. Recruitment processes are not based solely on automated decision-making.

Ends.