

Employment – Privacy Statement Issue Date: May 2018



Your data and privacy

As part of any recruitment process, London Youth collects and processes personal data relating to job applicants to help us make informed and fair selection decisions. London Youth is committed to being transparent about how it collects, stores and uses that data and to meeting its data protection obligations. This **Recruitment Privacy Notice** and London Youth's **Privacy Policy** provide further information.

What information do we collect?

London Youth collects a range of information about you as a potential employee during recruitment including:

- Your name, address and contact details, including email address and telephone numbers.
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of pay and benefits.
- Information about your entitlement to work in the U.K.
- Details of criminal convictions that may affect your eligibility to work with young people and/or children.

We will ask you to complete an anonymous Equal Opportunities Monitoring form also. Data requested on this form will include ethnicity, age, religion or belief, gender, sexual orientation and disability.

Why we collect your information

London Youth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from candidates allows us to manage the recruitment process and in deciding who to appoint to a role. We may also need to process data to comply with our legal obligations (e.g. for fraud or crime prevention) or to respond to and defend against legal claims. Equal Opportunities Monitoring data helps us in our aims to create a diverse team.

How we use your information

The information and data provided during the recruitment process will be used to:

- Assess and confirm a candidate's suitability for a role.
- Verify a candidate's legal right to work in the U.K.
- Make reasonable adjustments as needed during the recruitment process for candidates' with a disability.
- Decide who to make a job offer to.

How we will store your information

The information provided during recruitment processes will be securely stored on our network and will only be accessed by authorised personnel. Printed copies of application forms and supporting statements will be provided to recruitment and selection panels. Printed documents will be stored securely until the point of destruction.

Sharing your data

The information you provide to us during a recruitment process will be shared with those who are playing a role in receiving, assessing and selecting candidates only. This will include:

- Recruitment administrators to receive applications and supporting documents.
- Recruitment panels to assess candidates' suitability for role and shortlist/appoint.
- Management Support Officer, Head of People and Head of Safety & Safeguarding to assess eligibility for employment (and to process employment records for appointed candidates when they become employees).
- Finance Team for payment of any eligible expenses that have been agreed in advance.

Recruitment panels will receive "blinded" copies of application forms for shortlisting; this means that your personal data will be removed from your application by the recruitment administrator. In this way, recruitment panels will assess your application only on the skills and experience you describe to meet the role that you are applying for.

Retaining your data

Generally, for any unsuccessful candidates, London Youth will keep information collected during a recruitment process for six months once the process has ended. On occasion London Youth might ask for your permission to keep your information on file for a further six months for consideration in future employment opportunities for which you might be suitable and/or eligible.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and/or paper-based) that is held by the People Team.

What if you do not provide personal data

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

London Youth's Privacy Statement

This privacy notice details why we collect personal data during recruitment and how we use it. Further details of London Youth's main processes regarding data collection can be found in our [Privacy Statement](#). If you have any queries about our Privacy Statement or how we process personal data, you can contact us on dataprotection@londonyouth.org.