



## **Recruitment Privacy Notice**

Bryson Charitable Group ('Bryson'), collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use data during the recruitment process. This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as rights in respect of such personal data.

### **Your application**

When you apply for a job with us you will be asked to provide personal information to support your application and to enable us to determine your eligibility and suitability to work with Bryson. This will include the personal information we need to enable us to select the right candidate for the role, and may include:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information from interviews;
- Information about your current level of remuneration, including benefit entitlements;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

If you are successful in the employment process any personal information provided to us may then form part of your HR record. Where necessary, we may require you to complete a pre-employment criminal record check (Access NI) before an offer of employment is made.

### **Why do Bryson process personal data?**

Bryson collect and process your data for a number of purposes and where we have a legal basis do so, as follows.

Bryson has a legitimate interest in processing personal data during the recruitment process in order to keep records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and facilitate selection. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. This includes information about your entitlement to work in the UK; equal opportunity monitoring information and information about whether or not applicants have a disability, so we can make reasonable adjustments for candidates. We will not use your data for any purpose other than the recruitment process of which you are part.

### **Who has access to data?**

Your information may be shared internally only for the purpose of recruitment. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area the vacancy relates to.

We may need to share your personal information with a regulator or to comply with the law.

### **How does Bryson protect data?**

Bryson takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the performance of their duties.

### **For how long does Bryson keep data?**

If your application for employment is unsuccessful we will store your information for 1 year. At the end of that period, your data is deleted or destroyed securely (unless we need to retain it for longer to exercise or defend any legal claims).

If 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.

### **Your Rights**

As a data subject, you have a number of rights under data protection law. You can:

- Access and obtain a copy of your data on request;
- Require Bryson to change incorrect or incomplete data;
- Require Bryson to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where Bryson is relying on its legitimate interests as the legal ground for processing; or
- Ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact the Bryson Charitable Group HR Department 02890325835.

If you believe that Bryson has not complied with your data protection rights, you can complain to the Information Commissioners Office: <https://ico.org.uk/make-a-complaint/>