**Letchworth Garden City Heritage Foundation**

**Privacy notice: recruitment**

**This privacy notice is for information only and you do not need to take any action.**

Your privacy is important to us

This privacy notice summarises how and why the Company collects your personal information in relation to its recruitment process, what we do with it and what rights you have in relation to it.

Why we need personal information

The Company needs personal information about you to assess your suitability for the role you have applied for.

If you fail to provide the information we need when requested, we will not be able to process your application successfully.

**What personal information we need**

The Company will only collect and use information that is relevant to the recruitment process. Depending on your circumstances, this will include the information you provided in your application form/CV and covering letter and the information you provide during an interview or other selection process.

If your application proceeds to the shortlisting process we will also be obtaining information from your referees, test results and DBS checks.

If your application is successful and we are in a position to make a job offer we will need additional information from you.

**Sensitive information**

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. This information will not be available to anyone involved in the selection process and will not be published except a part of a set of anonymised statistics.

Sharing personal information

We will only share your personal information with third parties if required for the purposes of processing your application.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

The Company does not intend to transfer personal information outside the UK.

**Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Storage and destruction

We will retain your personal information for six months after we have communicated to you our decision about whether to appoint you. This is so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information unless your application had been successful and you have started employment with us.

**Future changes**

While the content of this privacy notice is accurate at the date of issue, the Company may need to make changes in the future. You will be notified of any relevant changes.

Your rights

You have the right to access the personal information that we hold about you. You can also ask us to correct any errors and, in certain circumstances, you can request that the use of your personal information is restricted. Where the processing is taking place in pursuit of our legitimate interests, you also have the right to object to that processing or request that your personal information is erased. Please contact us in relation to any such requests (contact details below).

If you would like further information about your rights, you can look at the website of the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)) or you can contact the Foundation (contact details below).

If you have any issue in relation to the Company’s handling of your personal information, please contact us (contact details below). At any time, you also have a right to lodge a complaint with the Information Commissioner’s Office at:

|  |  |
| --- | --- |
| Information Commissioner’s OfficeWycliffe HouseWater LaneWilmslowCheshireSK9 5AF | Tel: 0303 1231113 or 01625 545700Fax: 01625 524510Email: casework@ico.org.uk |

Contact details

If you have any questions about this privacy notice, please contact

Mrs Jas Kaur

Letchworth Garden City Heritage Foundation

Icknield Way

Letchworth Garden City

Herts SG6 1GD