

Job Applicant Privacy Notice	
Summary:	The job applicant privacy notice explains how Winchester Science Centre (WSC) processes applicant data, and how it meets its obligations under data protection law.
Owner and author:	Human Resources
Target Audience:	WSC Job Applicants
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1. Overview

As part of any recruitment process, Winchester Science Centre (WSC) will receive and process 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.

WSC will receive and process your data, including personal, sensitive or special categories of data in accordance with the General Data Protection Regulations (GDPR) and other data protection law. WSC needs to process data as necessary as part of the recruitment process.

2. What information do we collect?

We collect a range of information about you, as submitted by you on your application form, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which WSC needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

3. Why does WSC process personal data?

We need to process data as necessary as part of the recruitment process. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example,

- It is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.
- WSC has a legitimate interest in processing personal data during the recruitment process and for keeping 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 decide to whom to offer a job.
- We may need to process data from job applicants to respond to and defend against legal claims.
- We may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

4. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes our HR team and interviewers involved in the recruitment process (including managers in the business area with a vacancy and, for senior positions, Trustees).

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data to obtain references and for necessary background checks.

5. How does WSC protect data?

We take the security of your data seriously. Your data will be stored on secure servers in the UK. 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 employees in the proper performance of their duties.

We will not share your data with any third party for marketing purposes. Any data you provide as part of the application and recruitment process will only be shared where it is essential for the management of the employment contract (detailed further in the Employee Privacy Notice).

6. For how long does WSC keep data?

If your application is unsuccessful, WSC will hold your data on file for 6 (six) months after the end of the relevant recruitment process in case the position re-opens or future employment opportunities arise for which you may be suited. At the end of this period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. Further details including the periods for which your data will be held will be provided to you in our Employee Privacy Notice.

7. Your rights

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

- access and obtain a copy of your data on request;
- require WSC to change incorrect or incomplete data;
- require WSC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where WSC is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact laurahobin@winchestersciencecentre.org. If you believe that WSC has not complied with your data protection rights, you can complain to the Information Commissioner.

8. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to WSC 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. Successful applicants

All job offers are subject to a clear Disclosure and Baring Check (DBS) and two suitable references. We will also need to check your eligibility to work in the UK before employment starts, so for such purposes we will obtain personal information, such as from your passport.

Upon accepting a role at WSC, you will be sent a contract of employment and a copy of our Employee Privacy Notice.

All new joiners will be required to complete a new starter application form to collect further information such as payroll and emergency contact details. WSC will request for you to

complete an equal opportunities monitoring form to enable us to monitor recruitment statistics. This includes special categories of data, such as information about ethnic origin, sexual orientation or religion or belief.

10. Declaration

By submitting an application form you are actively indicating your understanding and acceptance of the following provisions:

- To the best of your knowledge the information you have given on the application form is correct and complete, and may be used as part of your Contract of Employment
- You consent to the processing of your data for the purposes described in the Job applicant Privacy Notice. You may withdraw at any time by emailing laurahobin@winchestersciencecentre.org.
- Any of the following will disqualify your application or, in the event of discovery after appointment, may result in the termination of your employment:
 - Deliberately giving false, incomplete or misleading information
 - Failure to disclose unspent criminal convictions within the meaning of the Rehabilitation of Offenders Act 1974.