



Job Applicant Privacy Notice

As part of any recruitment process, the Joseph Rowntree Charitable Trust collects and processes personal data relating to job applicants. The Trust is committed to protecting personal information and being transparent about what information we hold and for what purpose.

Who we are

The Joseph Rowntree Charitable Trust is an independent, endowed grant-making foundation supporting people who address the root causes of conflict and injustice.

We are a registered charity in England and Wales, No. 210037.

Information we collect

The Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK

You will also be asked to provide equal opportunities information. This is voluntary. The information will be recorded anonymously and will be used only for monitoring purposes. It will not be attached to your application and will not form any part of the shortlisting or application process.

The Trust collects 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. 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.

Data will be stored in a range of different places, including on your application record and in our IT systems (including email).

Why we collect personal data

The Trust needs to process your application and use your personal information to help us decide whether to make an offer of employment with you.

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. In some cases, we need to process data to ensure that we are complying with a legal obligation. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Who has access to your information

Your information will be shared with the recruitment team for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process.

Protecting your data

We are committed to ensuring that there are appropriate technical controls in place to protect your personal data including protection from misuse and unauthorised access.

How long we keep your personal data

If your application for employment is unsuccessful, we will keep your details in the recruitment file for 12 months.

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) and retained during your employment. You will be provided with an employee Privacy Notice which covers periods for which your data will be held.

Your rights

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

- request a copy of the personal information we hold about you
- request us to correct any inaccuracies, to erase your personal information, to restrict our processing of personal information, or to object to our processing of your personal information.

In certain limited circumstances, we may legally refuse your request. If we do refuse your request we will let you know the reason.

To find out more about your rights please contact our office as set out below.

If you are not happy with the way in which we have processed or dealt with your information, you can complain to the Information Commissioner's office. Further details about how to complain can be found at <https://ico.org.uk/concerns>

If you do not provide personal data

You are under no statutory or contractual obligation to provide data to the Trust 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. If your application is

successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Contacting us

If you would like any further information or have any queries, problems or complaints relating to this Notice or our privacy practices, please contact us:

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Water End
York YO30 6WQ

Email: enquiries@jrct.org.uk
Telephone: 01904 627810