



JOB APPLICANT DATA PROTECTION NOTICE

Futureworks is the data controller for the information you provide during the job application process. If you have any questions about how we handle your information, please contact work@futureworks.ac.uk

This document will explain how we collect and process your personal data. We are classified as a Data Controller for personal data, and we are registered as such with the Information Commissioner's Office (ICO), our reference number is ZA338879.

From 25th May 2018, we will be processing your data in accordance with the General Data Protection Regulation (GDPR).

YOUR RIGHTS

The GDPR provides the following rights for individuals:

- The right to be informed about the collection and use of your personal data
- The right of access to your personal data
- The right to rectify the data that we hold about you to correct inaccuracies
- The right to be forgotten, to have your personal details removed from systems
- The right to restrict processing of your data in certain ways
- The right to obtain a copy of your personal data in a commonly used electronic format
- The right to object to certain processing of your data
- Rights in relation to automated decision making and profiling

More information about the GDPR and your rights can be found on the Information Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

APPLICATION PROCESS

All of the information you provide during the process will only be used for the purpose of processing your application, or to fulfil legal or regulatory requirements if necessary. The information we ask for is used to assess your suitability for employment at Futureworks. You do not have to answer every question, but it might affect your application if you do not.

You will be asked for your personal details, including your name and contact details. You will also be asked for information about your previous employment, education and referees, probably in the form of a CV and covering letter.

Our hiring managers shortlist applications for interview. We might ask you to attend an interview, in which information about you will be generated as interview notes. If you are unsuccessful following the completion of the appointment, we will retain your information for a period of six months.



OFFER OF EMPLOYMENT PROCESS

If Futureworks gives you an offer of employment, we will ask for some information as part of the contractual process:

- Proof of your identity and proof that you can work in the UK
- Bank details and National Insurance number to process your salary payments
- Emergency contact details

We may also ask for the following:

- Proof of your qualifications
- Permission to contact your referees for a professional reference

Data processors are third parties who provide data processing services for us. They cannot do anything with your personal data unless we have instructed them to do it. They will hold it securely and retain it for the period we have asked them to.

BREATHEHR

If you accept an offer from us, some of your personnel records will be held on BreatheHR, which is an internally used HR records system. Their privacy notice can be found here:

<https://www.breathehr.com/privacy-policy/>

LEON HERMAN

If you are employed by Futureworks, relevant details about you will be provided to Leon Herman who provide payroll services to Futureworks. This will include your name, bank details, address, date of birth, National Insurance number, salary and other items relevant to your pay (e.g. student loan information). Their privacy policy can be found here: <https://www.leonherman.co.uk/privacy-policy/>

RETENTION OF RECORDS

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

CONTACT FOR QUESTIONS

If you have any questions about anything in this notice, please contact the Data & Compliance Unit on dcu@futureworks.ac.uk. You can also write to us at Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS.

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>