JOB APPLICANT DATA PROTECTION NOTICE

1. Introduction

Futureworks is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, use, and protect your personal information during the recruitment process, in accordance with the UK Data Protection Act 2018.

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.

2. The Data Controller

Futureworks is the data controller for the information you provide during the job application process. Our address is Riverside, New Bailey Street, Manchester, M3 5FS, and our Data Protection Officer can be contacted at dataprotection@futureworks.ac.uk.

3. The Personal Information We Collect

During the recruitment process, we may collect and process the following categories of personal information about you:

- Personal details, such as name, address, date of birth, and contact information
- Employment history, qualifications, education, and professional memberships
- References, interview notes, and assessment results
- Information about your right to work in the UK
- Other information relevant to the specific role for which you are applying

We may also process sensitive personal information, such as disability status or health information, when necessary for compliance with legal obligations, equal opportunity monitoring, or making reasonable adjustments to the recruitment process.

4. How We Use Your Personal Information

We use your personal information to:

- Assess your skills, qualifications, and suitability for the role
- Communicate with you about the recruitment process
- Perform background checks, where applicable
- Comply with legal and regulatory requirements
- Maintain records related to our hiring processes

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason compatible with the original purpose.

5. Legal Basis for Processing

We process your personal information on the following legal bases:

- It is necessary for entering into, or performing, a contract with you
- It is necessary for compliance with a legal obligation
- It is necessary for our legitimate interests, provided your interests and fundamental rights do not override those interests

6. Sharing Your Personal Information

We may share your personal information with third parties, such as background check providers, our service providers, or other entities within our group. We require all third parties to respect the security of your personal information and to treat it in accordance with the law.

7. Data Retention

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.

8. Your Rights

Under the UK Data Protection Act 2018, you have rights concerning your personal information, including the right to access, correct, erase, restrict, or object to the processing of your data. If you wish to exercise any of these rights, please contact our Data Protection Officer.

9. Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time. We will notify you of any changes by posting the new privacy notice on our website or by providing you with a copy on request.

10. Contact Us

If you have any questions about anything in this notice, please contact the Data Protection Officer on dataprotection@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/