



Diocese of Bristol Job Applicant Privacy Notice

This privacy notice provides information to job applicants about how their personal data will be used.

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018.

Data controller	Bristol Diocesan Board of Finance Ltd (hereafter referred to as the Diocese) 1500 Parkway North Stoke Gifford Bristol BS 34 8YU 0117 9060100
Data protection officer	Sally Moody, Head of Governance and Property

1. Overview

As part of any recruitment process, the Diocese collects and processes personal data relating to job applicants. The Diocese is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

2. What information does the Diocese collect?

The Diocese 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 or not you have a disability for which the Diocese needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief and
- safe-guarding monitoring information (for those positions whose work involves working with children and/or adults experiencing, or at risk of abuse or neglect) , including information about cautions and convictions.

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3. How the information is collected?

The Diocese collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Diocese will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers,



information from Occupational Health providers and information from criminal records checks. The Diocese will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

4. Why does the Diocese process personal data?

The Diocese needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Diocese will need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Diocese 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 the Diocese to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Diocese may also need to process data from job applicants to respond to and defend against legal claims.

The Diocese processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Diocese processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the Diocese is obliged to seek information about criminal convictions and offences. Where the Diocese seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Diocese will not use your data for any purpose other than the recruitment exercise for which you have applied.

5. Applicants Not Appointed to a role.

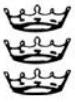
If your application is unsuccessful, the Diocese will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Diocese will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

6. Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, members of the Transition Management Group who consider all vacant positions and IT staff if access to the data is necessary for the performance of their roles.

The Diocese will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Diocese will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Diocese will not transfer your data outside the European Economic Area.



7. How does the Diocese protect data?

The Diocese takes the security of your data seriously. It has 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.

8. For how long does the Diocese keep data?

If your application for employment is unsuccessful, the Diocese will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Diocese to keep your personal data on file, the Diocese will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

9. 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 the Diocese to change incorrect or incomplete data;
- require the Diocese to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Diocese is relying on its legitimate interests as the legal ground for processing; and
- ask the Diocese to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Diocese's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Human Resources Team on jobs@bristoldiocese.org. You can make a subject access request by completing the Bristol Diocese form for making a subject access request.

If you believe that the Diocese has not complied with your data protection rights, you can complain to the Information Commissioner.

10. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Diocese during the recruitment process. However, if you do not provide the information, the Diocese may not be able to process your application properly or at all.

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.

11. Automated decision-making

The Diocese Recruitment processes are not based on automated decision-making.