

Privacy Notice for job applicants

As part of any recruitment process, Holy Trinity Church Cambridge collects and processes personal 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.

Information collection

Holy Trinity 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 Holy Trinity needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

Holy Trinity may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Holy Trinity may also collect personal data about you from third parties, such as references supplied by former employers. Holy Trinity 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, unless you have expressly given Holy Trinity permission to collect references prior to a job offer being made.

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

Reasons for processing personal data

Holy Trinity needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Holy Trinity needs to process data to ensure it is complying with its legal obligations. For example, it is required to check a successful application's eligibility to work in the UK before employment starts.

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

Holy Trinity may process information about whether or not applicants are disabled, to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

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

Access to data

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff (if access to the data is necessary for the performance of their roles).

Holy Trinity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Holy Trinity may then share your data with former employers to obtain references for you.

Your data may be transferred outside of the European Economic Area (EEA) to allow the continued use of tools such as Typeform. Data may be transferred outside of the EEA on the basis that companies we use such as Typeform has given assurances the countries in which it 'holds' the data all comply with the same DP standards as the EEA.

How does Holy Trinity protect your data?

Holy Trinity takes the security of your data seriously. It has internal policies and controls in place to ensure 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.

How long does Holy Trinity keep data for?

If your application for employment is unsuccessful, Holy Trinity will keep your data on file for one year after the end of the relevant recruitment process. If you agree to allow Holy Trinity to keep your personal data on file, Holy Trinity will hold your data on file for a further year 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 is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment. The periods for which your data will be held will be provided to you in an employee privacy notice.

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 Holy Trinity to change incorrect or incomplete data
- Require Holy Trinity 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 Holy Trinity is relying on its legitimate interest as the legal grounds for processing

If you would like to exercise any of these rights, please contact privacy@htcambridge.org.uk

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

Information Commissioner helpline: 0303 123 1113

Information Commissioner email: casework@ico.org.uk

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