



Privacy Statement (Job Applicants)

Identity and Contact details of Data Controller

Community Housing Cymru (collectively referred to as "CHC" "we", "us" or "our" in this notice) is an umbrella body of housing associations in Wales. As an organisation, we seek to:

- Influence government policy
- Support and promote the work of our members
- Be a voice for the sector

CHC is a registered "data controller" (ZA334456). This means that we are responsible for deciding how we hold and use personal information about you.

You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, volunteer or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (**GDPR**).

Our details:

If you have any questions about this privacy notice or how we handle your personal information, please contact us in the following ways:

Postal address: Community Housing Cymru Group, 2 Ocean Way, Cardiff, CF24 5TG

Telephone number: 02920674810

Email: privacy@chcymru.org.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issue.

CHC is a registered charity in Wales (1128527).

Personal data we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will only hold personal information that is essential for us to carry out a fair selection process.



As such, we will only collect, store and use the following personal information from you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview.
- Information about you from your named referees.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and sexual orientation.
- Information about your health, including any medical condition, health and sickness records.

Legal basis for processing and how we use your data

It is in our legitimate interests to decide whether to appoint you to a particular role since it would be beneficial to our organisation to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:



- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Recipients

Our Admin Assistant is the direct recipient of all work applications; receiving such applications in either electronic or hard copy form, marked "Private and Confidential". The Admin Assistant saves these applications to a secure folder on our internal network, as well as keeping a copy on their work email.

All applications will be reviewed by our interview panel, including the Director of People and Business.

All applications will be saved to the secure internal drive and will only be printed off for the shortlisting process. Applications will not be discussed amongst the interview panel except during the process of shortlisting.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Retention period

All applications will be stored for a period of 6 months after our interview date(s), as well as any notes that have been made during the interview process. This will provide the basis of feedback which will be given by the Director of Resources and OD to all unsuccessful shortlisted candidates.

We also retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

The personal information collected about the successful candidate will constitute part of their recruitment record, which will be kept for the whole time of their employment and for 6 years after



they have left CHC. This will also include the references that they have supplied us with after they were offered the position.

Individual rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. Please contact us by email at privacy@chcymru.org.uk with the subject title '**Subject Access Request**'. We will require you to provide two pieces of ID to ensure that we are giving the information to the right person. We will respond to your request within one month. There is no charge for a subject access request, but repeated and burdensome requests may incur a charge.
- **Request rectification** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. Please contact us by email at privacy@chcymru.org.uk with the subject title 'Data Rectification' and we will deal with your enquiry within 10 working days.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. Please contact us by email at privacy@chcymru.org.uk with the subject title '**Data deletion**' and we will deal with your enquiry within 10 working days.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it. Please contact us by email at privacy@chcymru.org.uk with the subject title '**Data Processing Restriction**' and we will deal with your enquiry within 10 working days.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. Please contact us by email at privacy@chcymru.org.uk with the subject line '**Objection to Processing**' and we will deal with your enquiry within 10 working days.
- **Request the transfer** of your personal information to another party. Please contact us by email at privacy@chcymru.org.uk with the subject line '**Request transfer**' and we will deal with your enquiry within 10 working days.