

Employee Recruitment Privacy Notice

As part of any recruitment process, Shooting Star Children's Hospices uses the services of a third-party recruitment portal, Networx Recruitments. By applying, your data will be processed using this platform.

We are committed to our data protection obligations, and this notice summarises the process for any applicants as well as the personal data we collect.

What information do we collect?

Shooting Star Children's Hospices collects the following information about you:

- 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 remuneration and benefits package
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process, and
- Information about your entitlement to work in the UK.

We will collect this information in a variety of ways, e.g. Application forms, passports, or other identity documents, or through interviews and other forms of assessment.

Shooting Star Children's Hospices may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks for relevant roles. We will seek information from third parties only after a job offer has been made to you, and we will inform you that we are doing so.

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

Why does Shooting Star Children's Hospices process personal data?

Shooting Star Children's Hospices needs to process data to undertake processes, such as shortlisting and interviews, prior to entering a contract with you. We may also need to process your data to enter a contract with you.

In some cases, Shooting Star Children's Hospices needs to process data to ensure compliance with its legal obligations. Eg it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

Shooting Star Children's Hospice may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It

may collect information about whether applicants are disabled to make reasonable adjustments for candidates with disabilities. We process such information to conduct our obligations and exercise specific rights in relation to employment.

For some roles, SSCH is obliged to see information about criminal convictions and offences. Where the organisation 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 as permitted under GDPR article 9.2g and Data Protection Act 2018 schedule 1 part 2,11.

Who has access to the data?

Your data is hosted on a third-party platform, Networx Recruitment (managed by Iris Software Group Ltd). As a SaaS or Cloud provider, they will host the data but have no reason to use the data, nor will they have any ongoing access to the information that you upload.

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

If your application is successful, then your data will be further processed as explained in our Privacy Notice for Employees, Workers, Volunteers and Contractors, which will be shared with you at the time of your appointment.

As would be common in any recruitment process, SSCH may share your details in the completion of the reference checks or with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service for necessary criminal records checks.

SSCH will not transfer the data outside the European Economic Area.

How does SSCH protect data?

SSCH 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. Full policies and procedures can be requested from the HR team and are stored centrally on SharePoint. The organisational Privacy Policy can be found on our website <https://www.shootingstar.org.uk/about-us/our-beliefs/privacy-statement/>

How long does SSCH keep data?

If your application is not shortlisted or you are unsuccessful at the interview, SSCH will retain your data on the Networx Recruitment database for 6 months after the end of the relevant recruitment process. At the end of that period, your data is automatically deleted or destroyed. All other data will be manually deleted after this time, for example, interview question responses.

If your application for employment is successful, personal data gathered during the recruitment process will be automatically transferred to your personnel file and retained during your

employment on a third-party Employment Platform, Cascade (managed by Iris Software Group Ltd).

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 organisation to change incorrect or incomplete data.
- Require the organisation to delete or stop processing your data, for example, where the data is no longer necessary for the purposes of processing.

If you would like to exercise any of these rights, please contact the People and Culture Team hrteam@shootingstar.org.uk

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

What if you do not provide personal data?

You are not under a statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, SSCH may not be able to process your application fully or at all.

Automated Decision Making

Recruitment processes are not based on automated decision-making.