



## Mind in Camden Data Protection Privacy Notice for Job Applicants

This privacy notice tells you what you can expect us to do with the personal information you provide when you apply for a job with us.

### **What information do we collect?**

For the purposes of recruitment we collect:

- Your name, address and contact details
- Details about your skills, experience and qualifications that are relevant to your application
- Your salary if you are currently in employment
- Equality monitoring information if you choose to supply it.

If you were to be offered a post we would also:

- Contact your referees
- Ask you to provide proof of your entitlement to work in the UK (a legal requirement)
- Need payroll information including National Insurance number and details about taxation, passport details and marital status (a requirement of HMRC)
- Undertake a criminal record check because of the nature of our work with young people and vulnerable adults
- Collect any other information required to complete a contract of employment
- Only keep recruitment information that is relevant to your employment

### **Our purpose in collecting the information**

We request information that enables us to manage the recruitment process, assess and confirm a candidate's suitability for the role and to make a decision about to whom to offer the post.

Equality monitoring, which involves collecting special category data such as ethnic origin and sexual orientation, is done to help us to fulfil our commitment to creating a diverse, non-discriminatory working environment. Providing this information is optional. However, if a candidate has special needs for which we may need to make reasonable adjustments, we would need to obtain relevant information to enable us to consider the request.

### **Legal basis for processing your information**

We have a legitimate interest in processing personal data for recruitment purposes and for keeping records of the process. We may also need to process data from job applications to respond to and defend against legal claims. We do not use automated decision making. We have no intention of transferring your data to another country and would only do so with your permission.

### **How do we safeguard your information and how long is it kept?**

Your application form is kept in a secure email account or locked filing cabinet and is seen only by people participating in the recruitment process. Paperwork is kept securely for six months after the interviews and then confidentially destroyed or deleted. Equality monitoring forms are detached when received and processed anonymously. They are not seen by the interview panel. The forms are securely destroyed once the monitoring is completed.

If you were to be employed by us, your employment information would be kept securely in locked cabinets and in computer files with restricted access until you leave. Then your information is transferred to a secure storage facility for seven years before being destroyed.

We have internal policies and controls to ensure that your data is not lost, accidentally destroyed, misused or disclosed inappropriately. It is not accessed except by our staff in the proper performance of their duties. We also have procedures in place to deal with any suspected data security breach.

### **Your rights to correct and access your information and to ask for it to be erased**

As a data subject you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data under some circumstances, for example, where data is no longer necessary for the purposes of processing

### **Making a complaint**

If you have any concerns or would like to make a complaint please contact us as described below. We hope that we will be able to resolve any query or concern you may raise about our processing of your information. If not, you can contact the Information Commissioner at <https://ico.org.uk/concerns> or phone 0303 123 1113.

### **How to contact us**

You can contact us in a number of ways: by phone, email or post:

Mind in Camden  
Barnes House  
9-15 Camden Road  
London NW1 9LQ

020 7911 0822

[recruitment@mindincamden.org.uk](mailto:recruitment@mindincamden.org.uk)

You can raise any data protection concerns or issues with our Chief Executive, Brian Dawn, via the contact details above.

Please note:

We regularly review and, where necessary, update our privacy information. If we plan to use personal data for a new purpose we will update our privacy information and communicate the changes to those concerned before starting any new processing.