

GDPR Information for Job Applicants

The Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR) regulate how companies record, store, use and manage both non-personal and personal data.

As a charity, we collect and hold data about you to enable us to process your job application. The UK GDPR laws place an obligation on employers to tell their job applicants in more detail why we collect their data, what we do with it, and how long we expect to retain it.

We are not planning to transfer your data outside the EEA (European Economic Area).

Please see examples of the data we obtain and hold (a range of examples provided, but not limited to):

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data		
	Previous employers Types of jobs held at other companies Previous salaries Skills and qualifications obtained Contact details	This will allow us to decide on your suitability for employment/engagement with Candlelighters. This will help us decide which department you may be most suitable in.	Data obtained during recruitment will only be kept until your application has been declined, and then destroyed after one year. Anonymised Equality and Diversity information is kept for up to 10 years in order to report on changes and differences over a period of time. OR If a job offer is made, a comprehensive Data Protection Policy will be issued and further consent required in the employment contract as part of your induction.
	Equality and Diversity information (completed anonymously and reported as anonymous group results)	This will help us fulfil our aim of providing a fair and inclusive recruitment process. Data is anonymised and does not affect any stage of the recruitment process decision-making.	

Your consent is requested when you complete our job application form. In giving your consent on the application form, you:

- Understand that you can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- Understand that you can ask for a copy of personal data held about you at any time, and this request is free of charge.
- Understand that you can request that data that is no longer required to be held, can be removed from your file and destroyed.
- Understand that if you are unsuccessful with your application, your data will be destroyed after one year.
- Understand that if you have any questions or concerns about data protection you can contact Corinne Dicker (HR and Volunteering Manager) on 0113 887 8333 or email careers@candlelighters.org.uk.
- Understand that if you are dissatisfied with how the Charity uses your data, you can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ico.org.uk).