

Applicant privacy notice

Data controller: Changing Faces, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

As part of any recruitment process, Changing Faces collects and processes personal data relating to job applicants. Changing Faces is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

Data Protection contact

Changing Faces has appointed Nicola Roberts as its Data Protection Officer. Their role is to inform and advise Changing Faces on its data protection obligations. They can be contacted at dpo@changingfaces.org.uk. Questions about this notice, or requests for further information, should be directed to the data protection officer.

What personal data does Changing Faces collect?

Personal data is any information about an individual from which that person can be identified. It does not include data where an individual cannot be identified (anonymous data).

Changing Faces collects a range of information about you at different points during the recruitment process. 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 the organisation needs to make reasonable adjustments during the recruitment process
- Information obtained through testing, including psychometric tests
- Information about your entitlement to work in the UK

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

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

- Information about criminal convictions and offences

Changing Faces may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. Changing Faces 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.

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

How is your personal information collected?

Changing Faces may collect this information in a variety of ways. For example, data might be collected through application forms or CVs, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during employment [such as new starter forms], from correspondence with you, or through interviews, meetings or other assessments. If you are asked to complete a psychometric profile, it will be generated based on your responses to the questionnaire completed online via software provided by the test designers.

In some cases, Changing Faces may collect personal data about you from third parties, such as CVs from recruitment agencies, references supplied by former employers and information from criminal records checks permitted by law, from occupational health providers and from medical professionals where relevant.

Why does Changing Faces process personal data?

Changing Faces needs to process data in order to make an assessment of your qualifications, skills and experience related to the job you have applied for. It may also need to process your data to enter into a contract with you.

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

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

Changing Faces may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics with a view to promoting equality of opportunity. It may also collect information about whether or not applicants are disabled so that reasonable adjustments can be made for candidates who have a disability. Changing Faces processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Changing Faces is obliged to seek information about criminal convictions and offences. Where Changing Faces 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.

Changing Faces will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff may also have access to the data by virtue of their access to IT systems but would not access the data other than is necessary for the performance of their roles.

Your data will also be shared externally where part of our recruitment activity is outsourced, for example, Aversure or recruitment agencies who may assist us with the administration and management of the recruitment process.

Changing Faces will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment. Changing Faces will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Any providers are required to take appropriate security measures to protect your personal data in line with Data Protection legislation. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Transferring information outside the EEA

Information is stored to provide efficient services. Data may need to be transferred and stored outside the EEA, including the USA where it will be held in full compliance with General Data Protection Regulation 2018, ensuring security of information equal to that required by the UK and throughout the EEA. By providing your details you consent to this transfer which is necessary for us to provide you with a quality service.

How does Changing Faces protect data?

Changing Faces takes the security of your data seriously. It has internal policies and controls in place to ensure that 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.

Electronic files are saved in a folder on the organisation's server. Access to this folder is restricted to:

- Members of Changing Faces' Leadership Team

- HR and Board Administrator
- Recruitment panel (necessary files only)

For how long does Changing Faces keep data?

If your application for employment is unsuccessful, Changing Faces will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new 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 Changing Faces to change incorrect or incomplete data
- Require Changing Faces 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 Changing Faces is relying on its legitimate interests as the legal ground for processing and there is no overriding legitimate interest to continue this processing

If you would like to exercise any of these rights, please contact our Data Protection Officer via: dpo@changingfaces.org.uk.

If you believe that Changing Faces 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 under no statutory or contractual obligation to provide data to Changing Faces during the recruitment process. However, if you do not provide the information, Changing Faces will not be able to process your application properly or at all.

The use of artificial intelligence (AI) in our recruitment process

Changing Faces may use AI tools as part of our applicant screening or shortlisting process. AI tools are used to support decision-making, not to make final hiring decisions.

We use AI to anonymise applications (removing all personally identifiable information) before applications are shortlisted. AI may also be used to review and score anonymised applications based on the criteria set out in the job description.

Automated decision-making

Recruitment processes are not based on automated decision-making.