

# Job Applicant Privacy Notice



## 1.0 Introduction

- 1.1 Radius Housing is required to collect and process personal data relating to job applicants as part of the recruitment process. This notice explains what information is collected, how it is used, who it is shared with and how it is protected.

## 2.0 Personal Data

- 2.1 When applying for a job with Radius Housing you will be providing your personal data, which will be used to process your job application with a view to entering into an employment contract with 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).  
There are "special categories" of more sensitive personal data which require a higher level of protection.

- 2.2 Data will be stored in a range of different places, including the application records, HR management systems and on other IT systems or platforms (including email).

## 3.0 Who has access to an individual's data?

- 3.2 By submitting an application, information will be shared internally with only those who are required to see the information for purposes of the recruitment process and retained in line with the Association's Data Protection suite of policies and protocols.
- 3.3 Information collected by the Association may also be received from other internal and external sources. Radius Housing will seek information from third parties only once a conditional job offer has been made.
- 3.4 The Association may have, on occasion, a legal obligation to share personal information for lawful reasons.
- 3.5 By submitting an application via the Associations online application process, please be aware the Association's recruitment system is managed by an external organisation that will have access to relevant information. The access is controlled via a Service Level Agreement.

## 4.0 How does Radius Housing protect data?

- 4.1 Radius Housing has put in place appropriate security measures to protect the security of data through the implementation of its Data Protection Strategy and Policy.
- 4.2 The Association has an appointed Data Controller who is accountable for data protection in line with GDPR guidelines.

## 5.0 Individual rights

- 5.1 As a data subject, an individual can exercise a number of rights for further information on data protection and freedom of information contact the Information Commissioners Office <https://ico.org.uk>.

5.2 Should an individual wish to find out more about how Radius Housing processes their personal data, see a copy of the information held about themselves, exercise any of their rights, make a complaint, or require further information please contact the Data Controller - Director of Finance & ICT, Radius Housing, Cameron House, 3 Redburn Square, Holywood, BT18 9HZ.

## **6.0 What if personal data is not provided?**

6.1 An individual is under no statutory or contractual obligation to provide data to Radius Housing during the recruitment process. However, the Association may not be able to process the application properly, or at all, if the necessary information is not provided.