



Title:	Privacy Policy - Recruitment
Person Responsible:	Head of People and Culture
Customer consultation arrangement:	SLH (South Lakes Housing) Forum
EIA (Equality Impact Assessment) required:	Yes
EIA completed:	
Approved by:	ELT (Executive Management Team)
Business strategy objective:	Transforming
Approval date:	March 2023
Links to other policies:	People Strategy.
Review date:	January 2026

Document management		
Version	Date amended	Amendments
1	20/02/2023	Draft
2		Approved Policy

1 Introduction

South Lakes Housing (SLH) are committed to respecting your privacy. This policy explains how SLH may use personal information that we collect during the recruitment process. This policy explains how SLH comply with the law on data protection and what your rights are. For the purposes of data protection, SLH will be the data controller of any of your personal information as defined in Article 4(7) of UK GDPR.

This policy applies to applicants for SLH job vacancies. This policy does not form part of any contract.

References to “we,” “our” or “us” in this privacy policy are to SLH of Bridge Mills Business Centre, Stramongate, Kendal, Cumbria, LA9 4BD.

Our Data Protection Lead, Angela Tinkler (Head of Governance and Risk), oversees our compliance with data protection legislation. Contact details are in the “Contacting Us” section at 12 below.

2 Personal Data

When you apply for a role with SLH, you may provide us with, or we may obtain, personal data about you. This may include, but is not limited to:

- Contact details such as name, title, address, telephone number and email address.
- Date of birth.

- CV.
- Answers to application questions.
- Answers to interview questions.
- Other personal details collected during the recruitment process, or other information that you otherwise voluntarily provide to us.

3 Special Categories of Personal Information

SLH may also collect, store, and use the following “special categories” of more sensitive personal data regarding you:

- Information about your race or ethnicity.
- Your religious beliefs.
- Gender.
- Your sexual orientation.
- Information about your health.

We may collect all types of special category data listed above. Any special category data that we do process is done on one of the following bases:

- The processing is necessary for reasons of substantial public interest, on a lawful basis.
- It is necessary for the establishment, exercise, or defence of legal claims.
- It is based on explicit consent.
- It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law.

In the table below, we refer to these as “special category reasons for processing of your personal data.” We may also collect criminal records information from you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

4 Where We Collect Your Data

SLH typically collect personal data about employees through the application process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it, how we use it and how we may share that information. Please share this policy with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section in 9 below.

5 Uses Made of Your Personal Data

The tables below describe the main purposes for which we process your personal data, the categories of your information involved and our lawful basis for being able to do this.

Table 1 - Non-Special-Category Personal Data

Purpose	Personal Information Used	Lawful Basis
Making a decision about your recruitment or appointment and managing the recruitment process and determining the terms on which you work for us	All the personal information we collect for the purposes of the recruitment process	We need this information to be able to perform and administer the recruitment process for us to engage you. This is necessary to enter into a contract of employment with you.
Checking you are legally entitled to work in the UK	Personal contact details and identification documents and right to work documentation	We have a legal obligation to do so.
Assessing qualifications for a particular job or task, including decisions about promotions, and ascertaining your fitness to work, education, training and development requirements	Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits and other personal information excluding 'special categories' of personal information and criminal records information	We may be legally obliged to do so. To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business and to ensure that our workers are suitably trained
For the purposes of equality monitoring	Name, title, date of birth; gender	We may have a legal obligation to do so and we have a legitimate interest in doing so to make sure our treatment of employees is fair
Storage of records relating to your recruitment process	All your personal information, excluding "special category" information and criminal records information	To respond to and defend any legal claims that may arise from the recruitment process, we may have a legal obligation to do store this information and we also have a legitimate interest to keep proper records
Contacting you about other vacancies	All your personal information, excluding "special category" information and criminal records information	You have provided us with your consent to contact you

Table 2 - Special Category Personal Data or Criminal Conviction Data

Purpose	Personal Information Used	Lawful Basis
Storage of records relating to you	All "special categories" of personal information	We process special category data on the basis of the "special category reasons for processing of your personal data" referred to in Section 1.3 above. For criminal records information, we process it on

Purpose	Personal Information Used	Lawful Basis
		the basis of legal obligations or based on your explicit consent
We will use information about your racial or ethnic origin; religious, philosophical, moral or political beliefs; and information about your sex life or sexual orientation to ensure meaningful equality monitoring	Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions	We process special category data on the basis of the “special category reasons for processing of your personal data” referred to in Section 1.3 above.
We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work.	Information about your health, including any medical condition, health and sickness records, medical records and health professional information.	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
We will use and retain information about criminal convictions to comply with law and in order to determine your eligibility to undertake particular types of work.	Information about your criminal convictions and offences.	For criminal records information we process it on the basis of legal obligations or based on your explicit consent.
We will use data concerning your health to comply with a legal obligation.	Covid vaccination status.	We process special category data on the basis of the “special category reasons for processing of your personal data” referred to in Section 1.3 above.

For some of your personal information you will have a legal, contractual, or other, requirement or obligation to provide us with your personal information. If you do not provide us with the requested personal information, we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your employment. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section 12 below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain services to you.

6 Disclosure of your Personal Data

We share personal data with the following parties:

- Chosen recruitment agencies
- Any party approved by you.
- Background check agencies, for employment and criminal checks.

We do not disclose personal information to anyone else except as set out above.

7 Transferring Your Data Internationally

The personal information collected by SLH may be transferred to and stored in countries outside of the UK. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy policy and applicable data protection legislation and is respected and kept secure. Where a third party processes your data on our behalf, we will put in place appropriate safeguards as required under data protection legislation. For further details please contact us by using the details set out in the "Contacting us" section 12 below.

8 How Long we Keep Your Personal Data

The duration for which we retain your personal data will differ depending on the type of data and the reason why we collected it from you. However, in some cases personal data may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Personal data is not kept for longer than necessary and data retention guidance is made available. Employee records for current employees are kept indefinitely on their personnel file and/or as electronic records.

Certain employee records are required by law to be kept for 6 years and this is the maximum amount of time that any employee record will be retained after they have left SLH.

Unsuccessful applications for a role are retained for 6 months.

Once the due date for destruction has been reached, the data is securely destroyed either through confidential waste shredding or by a reputable data destruction company.

If you would like more specific information regarding retention of your information, please email HR@southlakeshousing.co.uk.

9 Your Rights in Relation to Personal Data

You have the following rights concerning your data:

Right of Access

You have the right to obtain confirmation from SLH as to whether personal data concerning you are being processed and, where that is the case, access to that data.

Right to Rectification

You have the right to oblige SLH to rectify inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed by providing a supplementary statement.

Right to Erasure (Right to be Forgotten)

You have the right (under certain circumstances, but not all) to oblige SLH to erase personal data concerning you.

Right to Restriction of Processing

You have the right (under certain circumstances, but not all) to oblige SLH to restrict processing of your personal data. For example, you may request this if you are contesting the accuracy of personal data held about you.

Right to Data Portability

You have the right (under certain circumstances, but not all) to oblige SLH to provide you with the personal data about you which you have provided to SLH in a structured, commonly used and machine-readable format.

You also have a right to oblige SLH to transmit those data to another controller.

Right to Withdraw Consent

If the lawful basis for processing is consent, you have the right to withdraw that consent.

Right to Object to Direct Marketing

Where your personal data are processed for direct marketing purposes, you have the right to object at any time to processing of your personal data for marketing, which includes profiling to the extent that it is related to such direct marketing.

Rights in Relation to Automated Decision-Making and Profiling

SLH does not perform any automated decision-making based on personal data that produces legal effects or similarly affects you.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

10 Your Right to Lodge a Complaint with a Supervisory Authority

If you wish to exercise any of your rights concerning your personal data, you should contact SLH's Data Protection Officer at the address shown above section 1.

If you are not satisfied with the response you receive, you have the right to lodge a complaint with the supervisory authority. In the United Kingdom this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

(t) 0303 123 1113

(e) casework@ico.org.uk

While this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section 12 below.

11 Changes to This Policy

SLH may update this privacy policy from time to time. When we change this policy in a material way, we will update the version date at the bottom of this page. For significant changes to this policy, we will try to give you reasonable notice unless we are prevented from doing so. Where required by law, we will seek your consent to changes in the way we use your personal information.

12 Contact Us

In the event of any query or complaint in connection with the information we hold about you, please email HR@southlakeshousing.co.uk, or write to us at South Lakes Housing, Bridge Mills Business Centre, Stramongate, Kendal, Cumbria, LA9 4BD.

Our Data Protection Lead, Angela Tinkler (Head of Governance and Risk), can be contacted by email: a.tinkler@southlakeshousing.co.uk.