

Delegated Services Privacy Notice – Job Enquiries and Applications

Last Updated 19/06/24 – RB

The following privacy notice sets out the right to information for individuals or organisations that enquire about or apply for job vacancies.

Our Name and Contact Details

Delegated Services CIC

Clevedon Hall Estate, Elton Road, Clevedon, BS21 7RQ

info@delegatedservices.org, Tel. 01275795827

www.delegatedservices.org,

Categories of Personal Data That We Process

Delegated Services CIC processes the following personal data in relation to its job enquiries and applications:

Personal Information – Name/ email Address/ telephone contact/linked in, postal address, membership of any relevant organisation, employment history, volunteer roles, proof of qualifications, current employment details and contacts, referee details, references, explanations for gaps in employment, suitability for the role, interests and activities, issues relating to health, safeguarding declaration, National Insurance number, DBS details and details of your interest in DS.

The Purposes of Processing Your Data

The purpose of processing your personal data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications and information provided to assist us to appoint the most suited candidate for the advertised position
- Facilitating safe recruitment, as part of our safeguarding obligations towards the pupils or young people our Customers provide services to.
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

We only collect and use personal information about you when the law allows us to. Most commonly:

- Take steps to enter into a contract (e.g. employment contract with you)
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we process more sensitive data (known as special category personal data) on you we need an additional legal basis. The bases we mainly use are:

- Legal obligation
- Substantial public interest:
 - Equality of opportunity or treatment
 - Preventing and detecting unlawful acts
 - Preventing fraud
 - Support for individuals with a particular disability or medical condition
- Explicit consent

- To maintain your vital interests where consent is physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance), and where your health data is then shared).

The Lawful Basis for Processing Your Data

The lawful basis that applies to the processing of your data in this instance is consent. This is because you have given us consent to process your data for the purposes set out above.

Who We Share Your Data With

We do not share our data with any Third Party Service Providers without your consent, unless the law and our policies allow or require us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- Professional advisers and consultants.
- Internally with Board Members or Staff if they are involved with an appointment.
- Occasionally with our Data Protection Officer eg in the event of a subject access request.

Places That Your Data is Stored

Your data is stored on Delegated Services' google drive and portal database. They do not have rights to access our data. The area of the google drive that your details are stored on are only accessible to the CEO and their PA, COO, the ICT Manager and may be shared with any other member of the team who needs access to this information to deliver their role, for example if they become part of a selection committee or the interview panel.

Retention Periods for Your Personal Data

We retain your personal data for as long as it is useful for the legitimate interests of our company, it is identified as inaccurate, or you withdraw your consent to us communicating with you. Details of fixed periods can be found in our Data Retention Policy.

For successful candidates this is held for the duration of their employment, plus 6 years after termination of employment, unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities, or if we are notified of a legal claim. For unsuccessful candidates the information is retained for 6 months after the date of the appointment.

When you sign up for a job/vacancy alert, your details will be kept for **six months** after you sign up then will be automatically deleted unless you instruct us otherwise by email to: info@delegatedservices.org

The Rights Available to You in Respect of the Processing of Your Personal Data

Depending on the lawful basis, you may have the following rights in respect of the processing of your personal data by Delegated Services CIC:

- **Right to be informed** – this gives you the right to be informed about the collection and use of your personal data by Delegated Services CIC. This information is included within the DS Privacy Policy 2024.
- **Right of access** – you have the right to confirm that Delegated Services CIC is processing your personal data, as well as requesting a copy of the personal data that is held on you as a data subject.
- **Right to rectification** – this gives you the right to have your data rectified if you identify that it is inaccurate. You may do this verbally or in writing by contacting us directly (see our contact details above) or through social

media. We will ensure that your data is rectified **within one calendar month** unless we feel that a rectification request is manifestly unfounded or excessive, in which case, we will notify you and justify our decision.

- **Right to erasure** – this gives you the right to have your data erased or ‘the right to be forgotten’. You may do this verbally or in writing by contacting us directly (see our contact details above) or through social media. We will ensure that your data is erased within one calendar month unless we feel that an erasure request is manifestly unfounded or excessive, or there is an ongoing or potentially ongoing issue, in which case, we will notify you and justify our decision. If the request includes organisational data, we would also need a request from at least two of Directors/Trustees /Governors and the most senior member of staff.
- **Right to restrict processing** – this gives you the right to have your data restricted or suppressed. This may mean that we retain your personal data but do not use it. You may do this verbally or in writing by contacting us directly (see our contact details above) or through social media. We will ensure that your data is restricted within one calendar month unless we feel that a restriction request is manifestly unfounded or excessive. In this case, we will notify you and justify our decision.
- **Right to data portability** – this gives you the right to obtain and reuse your personal data for your own purposes across different services. If you request your data from us for this purpose, we will provide you only with the information you have provided to us as controller and will make it available in an electronic format.

The Right to Withdraw Consent

You have the right to withdraw your consent for the processing of your personal data by Delegated Services at any time. You may do this verbally or in writing by contacting us directly (see our contact details above) or through social media. You may also opt out of our marketing or special alert emails by emailing us to advise us at: info@delegatedservices.org

The Right to Lodge a Complaint with the Supervisory Authority

If you have concerns about our information rights practices, you have the right to lodge a complaint with the Information Commissioner’s Office at [Make a complaint | ICO](#)

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time and we may also notify you from time to time about the processing of your personal information.