

## Privacy Notice for job applicants of VDS

### What is the purpose of this document?

The Veterinary Defence Society Limited is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you before your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all job applicants.

The Veterinary Defence Society Limited is a “data controller” and we can be contacted on 01565 652737. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this Privacy Notice.

This Notice applies to job applicants. This Notice does not form part of any contract of employment or other contract to provide services. We may update this Notice at any time.

It is important that you read this Notice, together with any other Privacy Notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### Data protection principles

We will comply with data protection law. This says that the information we hold about you must be:

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

### The kind of information we hold about 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 personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- 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 Society needs to make reasonable adjustments during the recruitment process

Information about your entitlement to work in the UK; and

Equal opportunities information.

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

- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences

#### **How is your personal information collected?**

The Society collects information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Society will also collect personal data about you from third parties, such as references supplied by former employers and, dependent upon the role, criminal record checks and credit checks.

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 we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to process data to take steps at your request prior to entering into a contract with you.
2. To process your data to enter into a contract with you.
3. Where we need to comply with a legal obligation.
4. Where it is necessary for our legitimate interests (or those of a third-party) and your interests and fundamental rights do not override those interests.
5. We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else’s interests).
2. Where it is needed in the public interest.

#### **Situations in which we will use your personal information**

We need all the categories of information in the list above primarily to perform our contract with you (\*) and to enable us to comply with legal obligations (\*\*). In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties (\*\*\*). The situations in which we will process your personal information are listed below. We have indicated by asterisks the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

- Making a decision about your recruitment or appointment\*
- Determining the terms on which you work for us\*
- Checking you are legally entitled to work in the UK\*\*
- Assessing qualifications for a particular job\*
- Complying with health and safety obligations\*\*
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution\*\*\*
- Equal opportunities monitoring\*\*\*

Some of the above grounds for processing will overlap and there may be several grounds which justify use of your personal information.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

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

The Society will not transfer your data outside the European Economic Area.

#### **How does the Society protect data?**

The Society takes the security of your data seriously. It has internal policies and controls in place to ensure 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.

#### **For how long does the Society keep data?**

If your application for employment is unsuccessful, the Society will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or once you wish to withdraw your consent your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal 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 the Society to change incorrect or incomplete data;
- Require the Society to delete or stop processing your data, for example where data is no longer necessary for the purpose of processing;
- Object to the processing of your data where the Society is relying on its legitimate interests as the legal ground for processing; and
- Ask the Society to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Society's legitimate grounds for processing data.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Society during the recruitment process. However, if you do not provide the information, the Society may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

We have appointed a Data Protection Officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Their address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate). Website address is [www.ico.org.uk](http://www.ico.org.uk)

#### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Clare Willoughby, Data Protection Officer at the Veterinary Defence Society Limited at 4 Haig Court, Parkgate Industrial Estate, Knutsford, Cheshire, WA16 8XZ.**