

Applicant Privacy Notice

Community Integrated Care takes precautions for the security and privacy of your personal data. This Privacy Notice is to explain how and why we collect your personal data, and what we use it for.

In the context of General Data Protection Regulation, the Data Controller is Community Integrated Care, Old Market Court, 2 Miners Way, Widnes, Cheshire, WA8 7SP. We are a charity and registered in England and Wales under company number 02225727. We are regulated by the Charity Commission in England and Wales with charity number 519996. We are regulated by the Office of the Scottish Charity Regulator in Scotland with charity number SC039671.

Personal data we collect

If you apply for a job with us, we will need to collect personal data from you such as: your name; address; email address; telephone number; CV/work history; job preferences (including role, geographical areas and salary), whether you need permission to work in the UK and anything else you have included in your CV.

If we make an offer of employment, we may request further information such as: proof of identity and any relevant professional or academic certifications or qualifications; bank details; employment references and; expression of wishes

We invite you to complete our diversity monitoring form, as this will provide us with valuable insights that will help guide our efforts in diversity and inclusion within our organisation. Your provision of this information is voluntary. Your diversity and inclusion data will be anonymised prior to processing for statistical analysis or research purposes.

By providing us with your diversity and inclusion data, you will help us to: understand if and where action is needed to attract candidates from various backgrounds; identify areas we need to focus our efforts, to create a more equitable and inclusive environment; identify support that may be needed for certain groups and; better understand what diversity and inclusion initiatives or projects are needed and that we could develop. Your diversity and inclusion data is not used in the recruitment process or visible to those involved in the hiring process.

The diversity monitoring form includes questions relating to the following categories of personal and sensitive data: disability; gender identity; trans history; sexual orientation;

race and ethnicity; faith, religion or philosophical belief; marital status, parental status and caring responsibilities.

Our lawful basis to process your diversity and inclusion data is Consent, in accordance with Article 6 (a) of the UK GDPR. The provision of your Explicit Consent is the condition in this case to satisfy Article 9(a) of the UK GDPR for the processing of special category data.

If your application is successful your diversity and inclusion data will be retained for the duration of your employment with Community Integrated Care and will be anonymised when you leave.

If unsuccessful in your application Community Integrated Care will anonymise any diversity and inclusion data which you have provided 12 months after application, unless you request that this is done sooner.

You may withdraw your consent at any time for the continued processing of your diversity and inclusion data, following which your data will be deleted.

Data collection purpose

Unless otherwise stated, the collected data will be used solely for the selection process. This process may include the following: verification of the entered data; reference checks; assessment of the qualifications and skills needed to perform the job you are applying for; communication concerning the process; filling out questionnaires and tests, and; fulfilling legal regulations.

After your application, you will have access to your profile on the Community Integrated Care Careers Hub, within which you will have an insight into your personal data.

Data access

The access to your personal records is limited to colleagues at Community Integrated Care who participate in the selection process and those that provide database administration.

The data is stored within the UK, and access to it is secured with the highest level of technical standards and practices.

Data privacy and third party processors

Community Integrated Care uses Eploy, an application developed by ITS Software Systems Limited (in further text "Eploy"), as part of our selection process.

Eploy, acting as a Data Processor, processes all personal data at our request and based on our instructions.

Community Integrated Care and Eploy have signed a Contract of personal data processing to secure and protect your right to data privacy.

<https://www.eploy.co.uk/information/candidates-of-eploy-customers/>

Your rights

If you want to review, verify, correct or request erasure or anonymisation of your personal information, object to the processing of your personal data, or request that we transfer a copy of the personal information you've given us to another party, please contact DPO@c-i-c.co.uk

Who to contact

For all inquiries and complaints regarding the security and privacy of your data please contact our Data Protection Officer: Jemima Burnage DPO@c-i-c.co.uk

Further information on data protection (including your right to complain about the use of your personal data) can be found on The Information Commissioner's Office (ICO) website www.ico.org.uk

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