



Recruitment - Privacy Notice

This notice explains what personal information we will hold about you, how we collect it, how we will use it and how we may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this privacy notice and any other similar notice we may provide to you when we collect or process personal information about you.

Who collects the information

The Huntington's Disease Association is a 'data controller' and gathers and uses certain information about you.

Data protection principles

The Huntington's Disease Association are committed to keeping and storing your information safely and securely and we will comply fully with the data protection principles when gathering and using personal information, these principles are set out within our Data Protection Policy.

About the information we collect and hold

The table set out in Part A of the schedule below summarises the information we collect and store up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the schedule below summarises the additional information we collect before making a final decision to recruit, ie before making an unconditional offer of employment, how and why we do so, how we use it and with whom it may be shared.

We ensure that information collection and processing is always proportionate.

Where information may be held

Information will be held electronically at our central office in a shared folder with access restricted through password protection or encryption to those involved in the recruitment process.

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and whether you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) on job applicants for no longer than six months taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on information retention and destruction are available in our Data Protection Policy.

Access to your information and contacting us

You have the right to request a copy of the information that we hold about you. If you would like a copy please contact via telephone on 0151 331 5444, by email info@hda.org.uk, or write to us at Huntington's Disease Association, Suite 24, Liverpool Science Park, IC1, 131 Mount Pleasant, Liverpool, L3 5TF.

If you are unhappy about how we handle your personal information you can contact the Information Commissioner's Office. For further information please visit the Information Commissioner's website www.ico.org.uk or call 0303 123 1113.

About the information we collect and hold

Part A - Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you in your application form / CV / covering letter and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable us to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or interviewer of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in your application form / CV / cover letter and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if	To make an informed recruitment decision We limit access to your personal information to those who are involved in the recruitment process.

		relevant) to recruit	
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed equal opportunities monitoring form	To comply with our legal obligations for equality of opportunity or treatment	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies.
Information regarding whether you have a criminal record	From you, in your application form / CV / covering letter and interview notes (if relevant)	To comply with our legal obligations	To make an informed recruitment decision To carry out statutory checks as required.
Details of your referees	From you, in your application form / CV / covering letter and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part B - Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education	From your referees (details of whom you will have provided on your application form and curriculum vitae)	Legitimate interest: to make an informed decision to recruit Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers

providers			
Information regarding your academic and professional qualifications	From you (within your application form and on production of evidence via certificates of awards)	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)	From you and from the Disclosure and Barring Service (DBS)	To perform the employment contract To comply with our legal obligations Legitimate interest: to verify the criminal records information provided by you	To make an informed recruitment decision To carry out statutory checks
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence	From you	To enter into/perform the employment contract To comply with our legal obligations	To make an informed recruitment decision To ensure that you have a clean driving licence

Policy changes

Please note that the terms of this Privacy Notice will reviewed and updated and we will inform you of any updates or please visit our website for the latest updates – www.hda.org.uk