Recruitment /Applicant Privacy Notice

This Privacy Notice explains how we, Mosscare St Vincent's Housing Group Ltd (MSV) protect your information gathered via this website and how this is processed using our online recruitment software. If you choose to submit information onto this site, you do so knowing that use of your data is in accordance with this Notice.

We ensure generally accepted standards of technological security for the purpose of protecting information provided by you from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through this website. Such employees are required to maintain the confidentiality of this sensitive data.

As defined by the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR), **MSV** is the **Data Controller** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer (or equivalent) – Sian Leighton who can be contacted at Sian.leighton@msvhousing.co.uk, Mosscare St Vincent's Housing Group Ltd, 7th Floor Trafford House, Chester Road, Old Trafford, Manchester, M32 0NS

The recruitment software we use for this website is supplied by Net-Worx (2001) Ltd (trading as Networx) and they are defined as a **Data Processor** under the DPA and UK GDPR. Networx will only process your data in accordance with our instructions. They can be contacted at: The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley LS21 3JP. The Data Protection Officer for networx is **Rob Baker** and can be contacted at **dpo@networxrecruitment.com**

What Information Do We Collect From You?

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by you for the purposes of recruitment.

As part of the registration and/or application process, we will collect the following:

- Name, address, email, telephone number
- CV (where applicable) or employment history
- Answers to application questions or questions around your recruitment preferences
- Equal opportunities monitoring information (defined as special categories data, processed under Article 9(2)b of UK GDPR. This information is purely for statistical analysis and monitoring purposes and by default will be anonymised)
- Any other information you wish to provide in support of building up your candidate account or applying for a vacancy

We are using legitimate interest as our legal basis for processing, which means we can use your details and information so that we may assess your suitability for employment with us, as well as carry out our statistical analysis of recruitment.

Why Do We Collect This Information?

As required by the privacy laws, we must only request information if we have a legal basis for doing so. You are providing this information for us to form a contract that will allow us to use your details and information presented so that we may provide recruitment services to you and carry out statistical analysis.

Who Might We Share Your Information With?

Personal details you provide in this registration or application for a vacancy:

- Will be held on our computer systems and will be downloaded by Networx employees (data processor) and MSV employees (data controller)
- Will be used to process your application
- Will allow you to optionally receive notifications on relevant jobs you are seeking
- Will be used for communication with you regarding the vacancy
- Will be used for communication with you regarding recruitment
- Will be used for statistical analysis

We will not share information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained acceptance at the point of collection.

How Long Do We Keep Hold Of Your Information?

Your candidate account will be deactivated after 6 months of inactivity. You can deactivate your account yourself at any time. At the same time as this, your data will be fully anonymised.

How Can I Access The Information You Hold About Me? Your Rights

We provide reasonable access for you to review the personal information retained by us when you apply via our website site and correct any inaccuracies it may contain. You can choose to register, access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using your secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to Networx and MSV's handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data

- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the Information Commissioners Office (ICO) at www.ico.org.uk

Information Security

We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants from loss, misuse, alteration or destruction.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. Complaints should be forwarded to peopleandtalent@msvhousing.co.uk

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk

Changes To This Privacy Notice

We reserve the right to modify or amend this privacy notice at any time and for any reason, providing it maintains compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018