

The Country Trust - Job Applicants Privacy Notice

What is the service being provided?	Data collected to enable us to process your job application and to complete the recruitment process. To assess and confirm candidate's suitability for employment and decide on the successful candidate. Monitoring of equality and diversity. We may also need to process data from job applicants to respond to and defend against any legal claims.							
What personal data do we need from you?	Contact Details including name, address, email, telephone numbers	Keep records related to our recruitment process		Legal and regulatory compliance		Suitability (including qualifications, experience and employment history)		
	Reference Checks	Ethnicity, religion or philosophical Beliefs, gender and sexual orientation		Details of any adaptations required for disability as requested on appointment		Details about criminal convictions that may make you unsuitable for the role		
	Date of Birth/NI number							
Who will be using your Personal Data?	Who is the Data Controller?			The Country Trust				
	Who is the Data Controller's Data Protection Officer?			The Country Trust is not required to have a Data Protection Officer. We have a Data Officer who is the Office Manager - Alison Smith				
	Are there any Data Processors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			DBS Service, SAFEcic (safeguarding advisory body and DBS intermediary)				
What will it be used for and what gives us the right to ask for it and use it.	The <u>Purpose</u>			Assess suitability for employment/contract, safeguarding and Health & Safety.				
	The <u>Legal Conditions</u>			<ul style="list-style-type: none"> Social Protection 				
Who else might we share your data with?				HMRC, SAFE, DBS Service				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?				No				
How long will your data be kept?	When will it stop being used?			Completion of recruitment process + 6 months.				
	How long after this will it be deleted?			Completion of recruitment process + 6 months				
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly:	This is the reason why we can ask for it and use it:	Recruitment process/suitability and safeguarding. Equality and diversity monitoring.	
	This is what could happen if you refused to let us use your data for this purpose:	Unable to enter the recruitment process.	
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, References both character and previous employers.	
	This is a source of personal data open to anyone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic demographics, e.g. name, address, date of birth, references from previous employers and personal referee, suitability checks.	
Where will we store your data?	Physical and electronic systems	Locked in cabinet - personal HR file, HR folder on CT Server access limited to CEO and Office Manager. Other secure IT Systems - Office 365 and cloud based systems, CT database.	
Visit the following links for more information about Privacy Law, our obligations and your Rights: The ICO Guide to the General Data Protection Regulations (overview) The General Data Protection Regulations 2016			
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Officer by the following means:			
Postal Address	The Country Trust, Moulsham Mill, Parkway, Chelmsford, CM2 7PX		
Email	info@countrytrust.org.uk		
Telephone Number	01245 608363		
If you still have concerns following our response, you have the right to raise the matter with the Information Commissioners Office:			
Postal Address	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF		
Online Form	https://ico.org.uk/concerns/handling/		
Telephone Number	0303 123 1113		

The Country Trust can share without an individual's knowledge in cases where, for example, personal data is processed for: • the prevention or detection of crime; • the apprehension or prosecution of offenders; or • the assessment or collection of tax or duty. An organisation processing personal data for one of these purposes is exempt from the fairness requirements of the General Data Protection Regulation, but only to the extent that applying these provisions would be likely to prejudice the crime and taxation purposes.

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