



Privacy Notice – Job Applicants

Date Approved by IGG:
Date Due for Review:
Responsible Officer:

9 September 2024
9 September 2027
Information Governance Manager



Privacy Notice - Job Applicants

Data Controller: Wakefield and District Housing, Merefield House, Whistler Drive, Castleford, WF10 5HX

Data Protection Officer: informationgovernance@wdh.co.uk

As part of any recruitment process, WDH collects and processes personal data relating to job applicants. WDH is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The information in this privacy notice explains your data is collected and processed as a job applicant. If you are successful in your application and become a WDH employee, the WDH Employee Privacy Notice will apply.

What information does WDH collect?

WDH collects a range of information about you. This includes:

- your name, address and contact details, including email address and phone number;
- reference details, which include current or previous employer and character references;
- 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 WDH needs to make reasonable adjustments during the recruitment process and any future employment;
- information about your entitlement to work in the UK;
- any previous criminal convictions;
- information on close working relationships or any direct involvement in the management of a company, firm, business or statutory to comply with the Housing Act 1996; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

How does WDH collect the data?

WDH collects most of this data through the application form. However, data is also obtained through other ways, for example, your passport or other identity documents, qualification certificates or through interviews and other forms of assessment.

WDH will also collect personal data about you from third parties, such as references supplied by former employers and other referees who are willing to supply character references.

Data will be stored in a range of different places, including on your personnel files, in Human Resources (HR) management systems and on other IT systems (including email).

Why does WDH process personal data?

WDH needs to process data to take steps at your request prior to entering into and forming a contract with you.

In some cases, WDH needs to process data to comply with legal obligations. For example, to check a successful applicant's eligibility to work in the UK before employment starts.

WDH may also need to process data from job applicants to respond to and defend against legal claims.

Special category data

WDH processes health information relating to job applicants, to make reasonable adjustments to the recruitment process for candidates who have a disability or underlying health condition. This is to carry out legal obligations and exercise specific rights in relation to employment. This information is not used as part of the selection process.

Where WDH processes other special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, this is for equal opportunities monitoring purposes only. This information is not used as part of the selection process.

When employment is offered, WDH will ask you to provide information about unspent criminal convictions and offences using the Disclosure and Barring Service (DBS). This information is necessary for WDH to carry out obligations and exercise specific rights in relation to employment.

WDH will process special category data and criminal records information in accordance with its policy on processing such data.

Future processing

If your application is unsuccessful, WDH may keep your personal data on file in case there are future employment opportunities for which you may be suited. WDH will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time. If you do not wish WDH to retain your data for future employment opportunities, then your data will be held and destroyed as set out below.

Who has access to your data and how will WDH share it?

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 employees if access to the data is necessary for the performance of their roles.

WDH will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. WDH will then share your data with former employers to obtain references for you, other referees to supply confidential character references, an occupational health provider to obtain confirmation of your fitness for employment in the role you have been offered, and the DBS to obtain necessary criminal records checks.

Where information may be held

Information is held at WDH offices and those of third-party agencies, representatives and agents as described above.

WDH use data processors. These are third parties who provide elements of services. WDH have contracts in place with data processors. This means they cannot do anything with your personal information unless WDH instruct them to do it. They will not share your personal information with any organisation apart from WDH. They will hold it securely and retain it for the period instructed. When it is necessary for WDH to transfer your personal information outside the UK this will only be done in accordance with the UK GDPR.

For how long does WDH keep data?

If your application for employment is unsuccessful, WDH will, as a matter of course, hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, or if you withdraw your consent, your data will be deleted or destroyed unless WDH has a continuing legal basis for continuing to hold that information, such as that it is necessary in relation to ongoing legal proceedings.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file (hard copy and electronic) and retained for the duration of your employment. Upon appointment to a role, further information will be provided to you in the form of the WDH Employee Privacy Notice, as outlined earlier in this document.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to WDH during the recruitment process. However, if you do not provide the information, WDH may not be able to process your application.

Automated decision making

WDH recruitment processes are not based solely on automated decision making. Automated decision making may be used in certain circumstances, but this would be in conjunction with other assessment methods, involving human intervention.

Your rights

Please read [Data Protection Rights Notice](#) which details how to contact WDH and make a complaint.