

Candidate Privacy Notice

As part of our candidate application and recruitment process Alzheimer Scotland collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions.

This document sets out:

- i. Why we collect your personal information;
- ii. What information is collected and;
- iii. How it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

1) Why do we collect your personal information?

In order to manage your application, we need to process certain personal information about you. The purposes for this are set out below. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements, so not all of the purposes set out below will apply to you all of the time.

2) Who will hold your data?

Alzheimer Scotland is the ‘data controller’ in respect of your personal data. This means that we are responsible for deciding how we hold and use personal information. If you have any queries about how we handle your personal information please contact our Data Protection Officer on dpo@alzscot.org

3) What personal information might we process?

Here are some examples of the type of information we may process. There’s a full list in schedule 1 at the end of this notice.

- Personal details such as name, address, contact details, date of birth;
- Work history; previous employers, positions, dates, etc.
- Salary details;
- Education and work history including professional qualifications and skills;
- Employer feedback / references;
- Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers)
- Results of Pre-employment screening checks (e.g. criminal records checks)
- Assessment results e.g. Psychometric assessment / telephone assessment results

During the process we also capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to be able to take online/telephone assessments, to attend interviews, to prepare for starting at Alzheimer Scotland (if successful) and to ensure that we comply with legal obligations placed on us with regard to our hiring.

If your application is successful, we will use the information provided above to the extent necessary to administer your employment. Should you be employed by us further details about how we will process your personal data during your employment will be provided in our Employee Privacy Policy.

4) What is the legal basis for retaining and processing this data?

Our business needs to appoint people of appropriate competence and skills for the role and therefore it is in our legitimate interests to obtain information about you. We also need to process your personal information to decide whether to enter into a contract with you.

We may collect, retain and hold your information where you have a) given us direct permission to do so; b) where we are fulfilling the terms of an agreement with you; c) where the law requires us to do so; d) where it is necessary in our legitimate interests; and/or e) where there is substantial public and commercial interest.

5) Who do we share your personal information with?

We will share your personal information collected during the application process with other parties, such as:

- Recruiting Managers, Recruiting Administrators, HR Department, Employment Referee's

The recruitment process will involve:

- Assessing and progressing your application,
- Assessing your suitability (skills, strengths, behaviours for the role)
- Activities needed to complete the screening process should your application be successful.

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;
- Employees in HR who have responsibility for certain HR processes (for example recruitment, assessment, pre-employment screening);
- Employees in IT and system owners who manage user access;
- Audit employees in relation to specific audits

6) How do we protect your information?

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with the Alzheimer Scotland Security Policy.

Your personal information will be retained in accordance with Alzheimer Scotland Managing Records Policy

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment in accordance with our Employee Privacy Policy.

7) How long will we keep you information for?

We will retain the personal information you provide to us in connection with your application for a period of one year after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with the Alzheimer Scotland Security Policy.

8) Your Rights

You are entitled to see the information Alzheimer Scotland holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that Alzheimer Scotland shouldn't be processing that information, is processing it incorrectly.

You are entitled to request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. We may make a small administrative charge for the provision of this information. Alternatively, we may refuse to comply with the request if it is excessive or unfounded.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact the HR department in the first instance.

It is your responsibility to keep your personal information up to date so that accurate application records can be maintained. You can manage all of your applicant data by accessing and updating your profile on Alzheimer Scotland's online recruitment pages.

9) Screening checks

These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question. We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

10) Processing Conditions

Alzheimer Scotland's entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process.

- Alzheimer Scotland will process your personal information in the administration of your application.
- Alzheimer Scotland will also process your personal information where it is required by law or regulation or it is in the legitimate interests of the applicant or Alzheimer Scotland. This processing will always be fair and lawful and will at all times comply with privacy laws.

CONTACTING US

If you have any queries, comments or requests regarding this Policy or you would like to exercise any of your rights set out above, you can contact us in the following ways:

- by email at dpo@alzscot.org
- by telephone at 0131 243 1450 or
- by post at Alzheimer Scotland, 160 Dundee Street, Edinburgh, EH11 2QT

Schedule 1

The information we may collect, how we collect it and how we use it

The information we collect	How we collect it	Why we collect it and how we use it
Your name and contact details	From you	To carry out a fair recruitment process and to process your application and keep you informed. To inform the relevant manager or department of your application.
Details of your experience, qualifications and employment history including salary, working hours and interests	From you and from the information you provide to us (including information in your CV or application)	To carry out a fair recruitment process and to make an informed decision about recruitment.
Details of references	From you and from any third parties you authorise us to contact	To carry out a fair recruitment process and to make an informed decision. To comply with regulatory obligations and those of the commissioning broadcaster. Information may be shared with the relevant managers, HR personnel, the referee and programme commissioner.
Information about any conduct, grievance or performance issue obtained from previous employers and/or education providers (required by law or to enter into a contract of employment)	From you, your education provider, previous employers and/or referees	To carry out a fair recruitment process and to make an informed decision. To maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.
Information regarding your professional qualifications including any results from psychometric testing and/or technical assessments	From you, your education provider and any relevant professional body	To verify the information provided by you. To make an informed recruitment decision.
Information regarding criminal records (required by law or in order to enter into contracts)	From you, from Disclosure Scotland (or equivalent) and/or the Disclosure and Barring Service	To verify information provided by you. To comply with our legal obligations. To progress a contract of employment.
Information regarding your health	From you and, if necessary from your medical advisor and/or insurers	To ensure your health and safety at work and to evaluate any necessary adaptations to the working environment

<p>Your nationality and immigration status and information from related documents such as your passport and other identification and immigration information (required by law in order to enter into contract)</p>	<p>From you, and where necessary, the Home Office</p>	<p>To progress a contract of employment.</p> <p>To carry out right to work checks.</p> <p>To maintain accurate employment records.</p> <p>Information may be shared with the Home Office to the extent permitted by law.</p>
<p>A copy of your driving licence (required by law, for insurance purposes or to enter into a contract)</p>	<p>From you</p>	<p>To progress a contract of employment.</p> <p>To comply with the terms of our insurance.</p> <p>Information may be shared with our insurer or as otherwise required by law.</p>

These categories of information might potentially include some sensitive personal information. Sensitive personal information is not routinely collected about all applicants, it may be collected where Alzheimer Scotland has a legal obligation to do so, or if you choose to disclose it to us during the course of your relationship with Alzheimer Scotland.