

Privacy Notice: Recruitment

Applicable to	All applicants to YAA roles
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Policy Management	Human Resources
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Yorkshire Air Ambulance Ltd is committed to protecting your privacy and complying with all current and future data protection legislation including but not limited to the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

We believe in protecting both the confidentiality and security of personal data and information we collect about you. This Privacy Notice is intended to bring to your attention our practices relating to the collection, processing and disclosure of personal information relating to your application for employment at Yorkshire Air Ambulance.

We may update this Privacy Notice from time to time and will publish an up-to-date copy of this Privacy Notice on the website for external data subjects and on our Policy Hub for internal data subjects.

Our Company numbers are 04053524 (YAA Ltd) and 04053514 (YAA Trading Ltd) and our registered charity number is 1084305. We are registered with the UK Information Commissioner's Office under registration number Z7867721.

1. Scope:

This notice applies to all personal data captured and processed in relation to recruitment and employment, in line with the requirements of the GDPR.

2. Responsibilities:

- 2.1 The HR Manager is responsible for ensuring that this notice is updated and made available to recruitment and employment data subjects prior to The Charity collecting/processing their personal data.
- 2.2 All employees/staff of the Charity who interact with recruitment and employment data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secure.

3 Privacy Notice:

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Privacy Notice: Recruitment

3.1 What information does the Charity collect?

The charity collects a range of information about you as part of the recruitment and employment process. This includes:

- your name, address, and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- occupational health/GP records;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information and documentation regarding your entitlement to work in the UK; and
- a record of any correspondence between us.

The charity may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online behavioural tests.

The charity may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

Privacy Notice: Recruitment

3.2 Why does the Charity process personal data?

The Charity needs to process data to facilitate the recruitment process and where you are offered employment, to enter into a contract with you.

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

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Special category (sensitive) data

The Charity may process special categories of data, such as information about ethnic origin, sexual orientation or religion or philosophical beliefs, to monitor equal opportunities recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Charity processes such information to carry out its obligations in relation to employment law.

For some roles, the Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

3.3 Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will also share your information with financial and insurance partners and government departments such as HMRC.

Our financial partners, who will change from time to time, assist us in facilitating salary payments, pensions and tax services.

Privacy Notice: Recruitment

3.4 How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Where we outsource services, for example, to a payroll process provider, we will perform proportionate due-diligence on those companies and have in place suitable written data sharing agreements.

3.5 For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process, this is in accordance with the Charity's retention policy and matrix. If you agree to allow the organisation to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or if you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the employee privacy notice.

3.6 Your rights:

As a data subject, you have a number of rights. You can:

- 3.6.1 access and obtain a copy of your data on request;
- 3.6.2 require the organisation to change incorrect or incomplete data;
- 3.6.3 require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- 3.6.4 object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Manager for the Charity, contact details are in section 4.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner, whose details are in section 5.

3.7 What if you do not provide personal data?

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

Privacy Notice: Recruitment

3.8 Automated decision-making

Recruitment processes are not based solely on automated decision-making.

4. Contact us

If you have any further questions about the way we manage your data, you can contact the HR Manager on:

Email: l.wilson@yaa.org.uk

Call: 01422 237900

Write: Yorkshire Air Ambulance Limited, Cayley House, 10 South Lane, Elland, Halifax, HX5 0HQ

5. Complaints

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Website: <https://ico.org.uk/global/contact-us/>