

# COOPERATIVE FUTURES

## Job Applicant Data Privacy Notice

**Data controller: Co-operative Futures**

**Responsibility for data protection: Jo White (Executive Director)**

**Email: [jo.white@futures.coop](mailto:jo.white@futures.coop)**

Co-operative Futures collects and processes personal data relating to job applicants as part of the recruitment process. Co-operative Futures is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does Co-operative Futures collect?**

We will collect and use the following types of personal data about you:

- Recruitment information, such as your application form and CV, references, qualifications and membership of any professional bodies and details of any pre-employment assessments.
- Your contact details including your name, address, email address and telephone number.
- Details of any access needs for reasonable adjustments during the recruitment process.
- References, if requested.
- Information about your entitlement to work in the UK if you are offered the role.

Co-op Futures collects this information through application forms, CVs or resumes; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, we collect personal data about you from third parties, such as references and information from criminal records checks permitted by law. We will only seek information from third parties once a job offer has been made to you, and we've informed you.

### **Who has access to my data?**

We store all personal data in our secure Dropbox & Google Drive systems, which can be only accessed by designated employees and Board members in the pursuit of their duties.

Your information will be shared internally with the Executive Director, and where necessary, with one or more members of the Board and staff team.

We will not share your data with third parties, unless we make you an offer of employment. We will then share your data for required pre-employment checks, including your right to work in the UK and obtaining references.

We will not transfer your data to countries outside the EEA.

### **How does Co-op Futures protect my data?**

- **Microsoft Outlook:** We use Microsoft Outlook for our emails. Any information sent via email will be stored and backed up on their servers. Microsoft's privacy policy is available [here](#).
- **Dropbox & Google Drive:** We use Dropbox and Google Drive to store our documents, some of which will contain your personal information. Any such information is stored in a secure folder to ensure that only those who need to use your data as part of their role have access to it. Dropbox's privacy notice is available [here](#). Google Drive's privacy notice is available [here](#).

We take the security of your data seriously. We have internal policies and controls to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and Board members in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

### **How long is my data held for?**

If your application for employment is unsuccessful, we will hold your data on file for one year. At the end of that period, or once 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 according to our employee privacy notice.

### **Your rights**

As a data subject, you have the following rights:

- Right to information about what personal data we process, how we process it and on what basis, as set out in this Policy.
- Right to access your own personal data by way of a SAR (see our Data Protection Policy).
- You can correct any inaccuracies in your personal data by contacting the Executive Director.
- Right to request that we erase your personal data where we were not entitled under law to process it or where it is no longer necessary to process the data for the purpose for which it was collected. You can request erasure by contacting the Executive Director.
- Whilst requesting that your personal data be corrected or erased, or while you are contesting the lawfulness of our processing, you can ask for the data to be used in a restricted way only by contacting the Executive Director.
- Right to object to data processing where we rely on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.
- Right to object if we process your personal data for the purposes of direct marketing.
- Right to receive a copy of your personal data and, with some exceptions, to transfer your personal data to another data controller. We will not charge for this and will, in most cases, aim to do this within one month.
- Right not to be subjected to automated decision-making, with some exceptions.
- Right to be notified of a data security breach concerning your personal data where that breach is likely to result in a high risk of adversely affecting your rights and freedoms.
- In most situations, we will not rely on your consent as a lawful ground to process your data. If we do request your consent to process your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Executive Director.
- Right to complain to the Agency about any aspect of how we have handled your data.
- Right to complain to the Information Commissioner's Office directly. Full contact details can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). The Information Commissioner's Office website has more information on your rights and our obligations.

### **What if I do not want to provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, certain information, such as contact details, your right to work in the UK and payment details, must be provided to enable us to enter a contract of employment. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising from the employment relationship.

### **Do you use automated decision-making?**

Recruitment decisions are not based on automated decision-making.