

## Recruitment Privacy Notice Policy



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Document applicable to	All applicants to EAAA job vacancies	

## 1. Purpose

The purpose of this recruitment privacy notice policy is to outline how East Anglian Air Ambulance (the Charity) handles your personal data when you apply for a job.

## 2. Scope

This policy applies to East Anglian Air Ambulance's processing of personal information of job applicants. The Charity is committed to processing job applicant data securely and transparently. This privacy notice sets out, in line with data protection obligations, the types of data that we collect during the recruitment process. It also sets out how we use that information, how long we keep it for and other relevant information about your data. This personal information may be held by the Charity on paper or in electronic format.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency.

This policy is non-contractual and may be amended from time to time.

## 3. General information

**East Anglian Air Ambulance** is a charity registered in England and Wales Charity No 1083876, Registered Company number 04066700.

**East Anglian Air Ambulance (Trading) Limited**, trading as Friends of East Anglian Air Ambulance, is a company registered in England and Wales at Helimed House Hangar 14, Gambling Close, Norwich Norfolk, NR6 6EG – Registered Company number 04136827.

Registered with the Information Commissioner's Office Data Protection Registration No. Z3529278.

## 4. Data Protection Principles

Under the General Data Protection Regulation (GDPR) there are seven data protection principles that the Charity must comply with. These provide that the personal information we hold about you must be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to those purposes.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits your identification for no longer than is necessary for those purposes.
- Processed in a way that ensures appropriate security of the data.

- The Charity is responsible for and must be able to demonstrate compliance with these principles. This is called accountability.

## **5. What will we do with your information?**

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the United Kingdom or the European Union. The information you provide will be held securely by us whether the information is in electronic or physical format. You can read our full privacy statement here: <https://www.eaaa.org.uk/privacy-policy>

We will use the contact details you provide to us to contact you to progress your application and to assess your suitability for the role you have applied for.

## **6. What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. According to our Data Retention Policy, for recruitment it will be six months for unsuccessful candidates.

For successful candidates, data will be treated in accordance with our Staff Privacy Notice. For a copy of this policy, please contact the Charity's HR Team.

The information we ask for is used to assess your suitability for employment. We are taking steps at your request prior to potentially entering into an employment contract – this is our legal basis for processing your personal data. You don't have to provide what we ask for, but it might affect your application if you choose not to.

## **7. Application Stage**

At the application stage personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- your name, address, and contact details including phone number and personal email address;
- personal information included in a CV, application form, cover letter and interview notes;
- your previous experience including details of your education, including copies of qualifications and professional certificates, work history, and employment referee details;
- evidence of membership of professional bodies;
- information about your current level of remuneration.

The Charity may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable).

- Whether or not you have a disability for which the Charity needs to make reasonable adjustment(s) to the recruitment process;

- Diversity and equal opportunities monitoring data for equality purposes and initiatives (including gender, sexual orientation, age ethnic group, religion or belief and disability);\*
- Information about criminal convictions and offences (please refer to Para 8).

Our HR staff will have access to all the above information.

\*Where the Charity processes 'special categories' of personal information, such as information about your racial or ethnic origin, sexual orientation and religious or philosophical beliefs, this is done for the purpose of equal opportunities monitoring. Personal information that the Charity uses for this purpose is anonymised and collected voluntarily, which can be withdrawn at any time.

## **8. Selection Stage**

Our hiring managers shortlist applications for interview.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us in accordance with our Data Retention Policy. The Charity collects personal information about you during the recruitment process either directly from you or sometimes through a third party such as an employment agency.

Once a job offer has been made, the Charity will also seek personal data about you from third parties, for example via references supplied by former employers and from the Disclosure and Barring Service to obtain necessary criminal records checks. We may also collect the following personal information from you after the selection stage:

- Information provided from your right to work documents.
- A copy of your driving licence and driving licence check.
- Relevant medical information which affects your employment.
- Next of kin and emergency contact numbers.
- Bank account details, National insurance number and tax status information.

If you are unsuccessful following assessment for the position you have applied for, your details will be retained in our talent pool for a period of six months. We may proactively contact you should any further suitable vacancies arise.

Data will be stored in a range of different places including HR systems such as the Applicant Tracking System, People HR system and on other IT systems (including email).

## **9. Our Lawful Basis for Using this Data**

There are permitted legal reasons for processing your personal information, and generally the Charity will rely on the first three reasons set out below to process your data:

- in order to perform the employment contract that we are party to

- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests; and,
- where something is done in the public interest.

The Charity needs to process your personal data to enter into an employment contract with you and to ensure that we comply with our legal, statutory and/or regulatory requirements and obligations. For example, to check a successful applicant's eligibility to work in the UK and making reasonable adjustments for disabled employees.

The Charity also has a legitimate interest in processing personal data during the recruitment process and to retain records of the process. This allows the Charity to manage the recruitment process, conducting due diligence on prospective staff and performing effective internal administration, to assess and confirm a candidate's suitability and eligibility for employment, to monitor equal opportunities, and to establish exercise or defend possible legal claims.

We may process your personal information without your consent, in compliance with these rules, where this is permitted or required by law.

## **10. How long is the information retained for?**

The Charity will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected and processed.

If you are unsuccessful at any stage of the process, the information you have provided during the recruitment process until that point will be retained for six months from the end of the recruitment cycle, in accordance with the Charity's data retention policy. Personal information which is no longer retained will be permanently erased from our internal IT systems and from the third party HR systems.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file which is held electronically on the People HR system and retained during your employment and in accordance with the Charity's retention policy.

## **11. Your Rights**

You have a number of statutory rights as a data subject, subject to certain conditions. These include the right to:

- be informed about the data we hold about you and what we do with it.
- have access to the data we retain on you and to be provided with a copy of it, this is known as making a data subject access request.
- request rectification of your personal information – this enables any inaccurate or incomplete personal information that we hold about you to be corrected.
- request the erasure of your personal information where there is no compelling reason for its continued processing.
- restrict the processing of your personal information.
- object to the processing of your personal information.
- request the transfer of your personal information to another party. This is also known as 'portability'.

If you wish to exercise any of these rights or if you have any queries about the process or how we handle your information, please contact the Director of People & Culture at the Charity.

## **12. Further Information**

If you wish to make a complaint to the Charity regarding the processing your personal data or if you are not satisfied with the handling of any request by you in relation to your rights, our full complaints policy can be found here: [Making a complaint | East Anglian Air Ambulance \(eaaa.org.uk\)](https://eaaa.org.uk)

You also have the right to make a complaint to the Information Commissioner's Office. Contact details for the ICO include: [Make a complaint | ICO](https://ico.org.uk)

This document was updated 15 February 2024.