



## **Job applicants, Current and Former Workers PRIVACY NOTICE**

Sleep Scotland is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at [hr@sleepscotland.org](mailto:hr@sleepscotland.org).

### **What will we do with the information you provide to us?**

All of the information you provide during the 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 European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

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

### **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.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### **Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR team will have access to all of this information. The hiring manager may also have access to the forms as relevant and once finished, they will pass back all paperwork to HR.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

### **Shortlisting**

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.



## **Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- We will ask you to complete an application for a Basic Criminal Record check or PVG (Teens+/Befriending) via Disclosure Scotland which will verify your declaration of unspent convictions (Teens+/Befriending includes spent convictions) as on your application form.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. Although checked by HR, your questionnaire may need to go to our Occupational Health provider (data processor .

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

## **Use of data processors**

Data processors are third parties who assist us in the Human Resources function. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## **Payroll - Thomson Cooper**

If you are employed by Sleep Scotland, relevant details about you will be provided to Thomson Cooper who provide payroll services for us. This will include your name, bank details, address, date of birth, National Insurance Number and salary.

Here is a link to their Privacy Notice:

<http://www.thomsoncooper.com/terms-and-conditions#privacystatementfull>

## **Pension - NOW:**

Likewise, your details will be provided to NOW: who are the administrators of Sleep Scotland's pension scheme. You will be auto-enrolled into the pension scheme and details provided to NOW: will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to NOW: at this time.

Here is a link to their Privacy Notice: <https://www.nowpensions.com/privacy-policy>



### **Links to other websites**

Our site or paperwork, etc, may contain links. If you follow a link to an external website, these websites have their own privacy policies and we do not accept any responsibility or liability for these websites. Please check the privacy policy before you submit any personal data to external websites.

### **Occupational Health - Integral**

Integral Occupational Health Ltd provide our occupational health service. If we make you a conditional offer, we may ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

The information you provide will be held by Integral who will provide us with a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer.

Here is a link to their Privacy Notice. <http://www.integraloh.com/privacy-policy-W21page-67>

### **Unsuccessful**

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for seven months from the closure of the campaign before being shredded. This includes interview notes, equal opportunities form and any other interview information.

### **How we make decisions about recruitment?**

Final recruitment decisions are made by hiring managers and the HR Manager. All of the information gathered during the application process is taken into account. You are able to ask about decisions made about your application (feedback) by emailing [hr@sleepscotland.org](mailto:hr@sleepscotland.org) .

### **Successful - How long is the information retained for?**

The information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus six years following the end of your employment. This includes your criminal records declaration, work health questionnaire, records of any security checks and references. In the course of working with us, we reserve the right to keep records in accordance with business needs. These are held securely on encrypted technology and/or securely locked files which only authorised personnel may access.



## **Volunteers and Interns**

We also offer opportunities for people to come and work with us as a volunteer or intern. We accept applications from individuals or from organisations who think they have someone who would benefit from working with us for a short time in an unpaid capacity.

Once we have considered your application, if we are interested in speaking to you further, we'll contact you using the details you provided. We might ask you to provide more information about your skills and experience or invite you to an interview.

If we do not have any suitable work at the time, we'll let you know but we might ask you if you would like us to retain your application so that we can proactively contact you about possible opportunities in the future. If you say yes, we will keep your application for six months.

Also you will be expected to adhere to a confidentiality agreement and code of conduct. You will also receive a handbook giving you more details. We might also ask you to complete our pre-employment checks or to obtain security clearance via Disclosure Scotland – both of which are described in this Notice above. Whether you need to do this will depend on the type of work you will be doing for us.

We ask for this information so that we fulfil our obligations to avoid conflicts of interest and to protect the information we hold.

It will be retained for the duration of your secondment plus six years following the end of your secondment.

## **Your rights**

You have rights as an individual which you can exercise in relation to the information we hold about you. You can find more information by visiting the Information Commissioners Office.

## **Complaints or queries**

Sleep Scotland tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Sleep Scotland's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us in our capacity as the statutory body which oversees data protection law. Write to: Sleep Scotland, 8 Hope Park Square, Edinburgh EH8 9NW.



### **Access to personal information**

Sleep Scotland tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998/General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to Sleep Scotland for any personal information we may hold you need to put the request in writing addressing it to the HR Manager. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the HR Manager.

### **Disclosure of personal information**

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint or take disciplinary action, for example, we will need to share personal information with the organisation concerned and with other relevant bodies. Examples are

- agreements we have with other organisations for sharing information;
- circumstances where we can pass on personal data without consent for example, to prevent and detect crime and to produce anonymised statistics;
- our instructions to staff on how to collect, use and delete personal data; and
- how we check that the information we hold is accurate and up to date.