**Data controller: Homemaker Southwest, 2 Southernhay West, Exeter, EX1 1JG**

**Data protection Lead: Andrea Carlisle**

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

**What information does Homemaker collect?**

Homemaker collects a range of information about you. 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;
* whether or not you have a disability for which Homemaker needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, gender and health.

Homemaker collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Homemaker will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. Homemaker 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).

**Why does Homemaker process personal data?**

Homemaker needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Homemaker needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Homemaker 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 Homemaker to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Homemaker may also need to process data from job applicants to respond to and defend against legal claims.

Homemaker processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Homemaker processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, Homemaker is obliged to seek information about criminal convictions and offences. Where Homemaker 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.

Homemaker will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This will be restricted to members of the management team.

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

Homemaker will not transfer your data outside the European Economic Area.

**How does Homemaker protect data?**

Homemaker 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. Data is stored in files to which access is restricted to the Directors.

**For how long does Homemaker keep data?**

If your application for employment is unsuccessful, Homemaker will hold your data on file for one year after the end of the relevant recruitment process At the end of that period 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 a new privacy notice.

**Your rights**

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

* access and obtain a copy of your data on request;
* require Homemaker to change incorrect or incomplete data;
* require Homemaker to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where Homemaker is relying on its legitimate interests as the legal ground for processing; and
* ask Homemaker to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Homemaker's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Andrea Carlisle, andrea@homemakersw.org.uk. You can make a subject access request in writing to Andrea Carlisle.

If you believe that Homemaker has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Automated decision-making**

Homemaker does not use any automated decision-making as part of its recruitment processes.