



## Privacy notice – recruitment

### Who we are:

Play Midlothian is a Scottish Registered Charity (no. SC025474) and a Company Limited by Guarantee (no. SC240729). Our registered office address is Gorebridge Beacon, Hunterfield Road, Gorebridge, EH23 4TT. If you would like to find out more please contact the Managing Director on 01875 820 889 or visit [www.playmidlothian.org.uk](http://www.playmidlothian.org.uk).

### Introduction:

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws – including the General Data Protection regulation (GDPR) – and is used in line with your expectations.

We are committed to equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role.

This privacy notice explains why we collect your personal data, how we use it and how we protect it.

### What personal data we collect from you and why:

The purpose of collecting your personal data is to find suitable candidates to fulfil a specific role within our company, which may be for employment or volunteering. We primarily need to process this data because of our legitimate interests in assessing your application for a role and in some cases to meet our legal obligations (for example to check eligibility to work in the UK or suitability to work with children). We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from background check agencies (for example Disclosure Scotland).

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Education, qualifications and skills
- Psychometric tests (from approved suppliers)
- Health records (e.g. night worker assessment forms or health questionnaires) where required as part of the role
- Occupational health report (where higher level screening is required) with access to medical records consent being given by the applicant
- PVG or other criminal record information where a requirement for the role
- References from the named referees that the applicant provides and only with the applicant's consent
- Proof of the right to work in the UK documents (e.g. passport, birth certificate, visa)
- Employment records (including job titles, work history, working hours, absence history, training records and professional memberships)
- Salary, annual leave, pension and benefits information
- Other information you provide in your CV, application form or covering letter

This includes some special category (more sensitive) personal data, such as information about your health, or about your race or ethnicity, religious beliefs, sexual orientation and political opinions (for the purposes of effective equal opportunities monitoring).

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

### **Who we share your data with:**

We may share your data with others providing Play Midlothian with business services, for example the following categories:

- IT or HR service providers
- Communications service providers
- Financial services
- Contractors and designated agents
- Our insurer(s)

This would only be for the purposes of Play Midlothian business.

We may also disclose information for the purpose of obtaining references from your referees. Where additional information is required, the information may be disclosed to Disclosure Scotland (or other criminal record check agencies), your GP or an occupational health professional, with your consent

We will also share your data:

- If we are legally required to do so, for example, by law, by a court, by the Office of the Scottish Charity Regulator or by Companies House
- To protect children, for example by sharing information with social work or the police
- If it is necessary to protect our or others' rights, property or safety
- If we transfer the management of Play Midlothian

At times, this may include transfer of your data outside of the EU (for example, for use of an IT service), when this complies with the relevant provisions under the GDPR.

We will never share your personal data with any other organisation to use for their own purposes.

### **How we keep your personal data:**

We maintain appropriate technical and organisational measures to ensure the security of people's data.

We keep the data on unsuccessful candidates for one year, after which it is destroyed. Data on successful candidates is retained in accordance with our privacy notice for employees and volunteers.

In some cases, for example for reasons of child protection, we may be obliged to keep your data for longer to comply with legal requirements. We need to hold certain health and safety information for a minimum of 40 years.

### **Your rights with respect to your data:**

You have the right to request:

- Access to your personal data
- To have inaccurate personal data rectified, or completed if it is incomplete
- To restrict our processing of your data

- To object to our processing of your personal data (other than where it is to meet our legal obligations)

If you wish to exercise any of these rights at any time, or if you have any questions, comments or concerns about this privacy notice, or how we handle your data, please contact us.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk)

**Changes to this notice:**

We keep this notice under regular review and may update it.