



PRIVACY NOTICE FOR JOB APPLICANTS

As part of our recruitment and selection process, Beacon collects and processes personal data relating to job applicants. This Privacy Notice explains why and how we process your personal data. Beacon is committed to being transparent about how we collect and use that data and to meeting our data protection obligations under the General Data Protection Regulations (EU) 2016/679 (GDPR).

1. What information does Beacon ask you for?

Beacon collects a range of information about you during the recruitment and selection process. This includes:

- Your name, address and contact details (including e-mail address and telephone number)
- Personal information such as age, gender, religion, nationality and ethnic origin where provided on a voluntary basis, for the purposes of equality monitoring
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration (including any benefit entitlements)
- Whether or not you have a disability for which we may need to make a reasonable adjustment during the recruitment process
- Information you may provide to us as part of your application such as details of your hobbies and interests
- Your photograph, if you give it to us on a voluntary basis (for example, on a CV)
- Information about your entitlement to work in the United Kingdom
- Information as provided on personality profiling assessments (only used where relevant to the role)
- Information about criminal convictions and offences, for some roles only
- Details of your referees

Beacon collects this information in a variety of ways. For example, data might be provided on application forms, CVs, obtained from your

passport, other identity documents or collected through interviews and other forms of assessment (including online tests).

If you are successful in your application for employment, Beacon will also collect personal data about you from third parties, such as references supplied by your former employers or other personal contacts for references as provided by you, information from employment background check providers and information from criminal records checks. Beacon will only seek information from third parties once a job offer has been made to you.

You are under no obligation to provide Beacon with the data requested during the recruitment process. However, if you do not provide the information required (where it is not requested on a voluntary basis) Beacon may not be able to process your application.

2. Why does Beacon collect and process this data?

The processing of your personal data as described in section 1 is necessary in order to manage the recruitment process, assess and confirm a candidate's suitability for employment, decide whom to offer a job to and ultimately to enter into an employment contract with you. Beacon therefore has a legitimate interest in processing your personal data during the recruitment process.

In some cases, Beacon needs to process data to ensure that it is complying with our legal obligations, for example, carrying out a check on a successful applicant's eligibility to work in the United Kingdom before employment starts.

Beacon may also need to process data from job applicants to respond to and defend against any legal claims.

Beacon 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 our obligations and exercise specific rights in relation to employment. Beacon collects information about age, gender, ethnic origin, religion or belief, and nationality only for the purposes of equality and diversity monitoring.

For some roles, Beacon is obliged to seek information about criminal convictions and offences. Where Beacon seeks this information, it does

so because it is necessary for it to carry out its legal obligations and exercise specific rights in relation to employment.

3. Who will have access to my personal data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team, interviewers involved in the recruitment process and managers in the business area with a vacancy. IT staff may have access to the data if necessary for the performance of their roles. For some recruitment exercises, elements of your personal data may be shared with an external assessment centre for the purposes of profiling assessments. Data will then be stored in a range of different places all of which meet the high security levels that GDPR requires and as required contractually for all those who subcontract with Beacon, including your application records, within HR management systems and on other IT systems (including e-mail).

Beacon will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Beacon will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks if appropriate.

Beacon will not share or store any of your information outside of the European Economic Area. Beacon will keep your information securely in accordance with our internal policies and procedures.

4. How long will Beacon keep my personal data?

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during the period of your employment. The Privacy Notice for Employees and Workers gives further information regarding this.

If your application for employment is unsuccessful, Beacon will hold your data on file for a period of 6 months after the end of the relevant recruitment process. At the end of that period (or before if you withdraw your consent at an earlier date), your data will be deleted and/or securely destroyed.

5. What are my rights regarding the processing of my personal data?

You have the right to:

- Request access to your personal information ('data subject access request').
- Request rectification of the personal information that Beacon holds about you.
- Request erasure of your personal information. This enables you to ask Beacon to delete or remove personal information where there is no good reason for Beacon to continue to process it.
- Object to processing of your personal information where Beacon are relying on a legitimate interest (or those of a third party)
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your information to another party.
- Rights relating to automated decision making, including profiling. Beacon does not base its decision on whether or not to employ you solely on automated processing of your personal data.

If you would like to exercise any of these rights, please contact the HR department in writing, at Beacon Centre for the Blind, Wolverhampton Road East, Wolverhampton, WV4 6AZ or via email at hr@beaconvision.org.

If you believe that Beacon have not complied with the requirements of the General Data Protection Regulation, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, who can be contacted on telephone number 0303 123 1113.

6. Changes to this privacy notice

Beacon reserves the right to modify or amend this Privacy Notice in the future without prior notice. Should this happen the revised Privacy Notice will be posted on our website.