

Before you sign up and apply

We'll only use the information you provide to process your application and to produce anonymised monitoring statistics.

The information will also be held by Grandad Digital who may [collect and process this data on our behalf].

For more about how we use your information, see our [Privacy Notice](#).

I have read and understood and accept the [Privacy Notice](#) and give you my consent for the processing of my data on the terms of the Privacy Notice.

Apply now

Job applicants, current and former Walsingham Support employees

Walsingham Support 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@walsingham.com

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 and to produce anonymised monitoring statistics or to fulfil legal or regulatory requirements.

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 or to produce anonymised monitoring statistics. You don't have to provide what we ask for but it might affect our ability to process your application if you don't.

Application stage

If you use our online application system, this will be [collected by a data processor on our behalf (please see below)].

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 recruitment team will have access to all of this information.

You may 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 Department, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Assessments

If you are unsuccessful for the position you have applied for, we may ask you if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we may proactively contact you should any further suitable vacancies arise.

Progressing your Application

If we progress your application 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.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will ask you to complete an application for a standard criminal record check through the Disclosure and Barring Service.
- 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.

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
- Membership of the [pension] scheme – so we can send you a questionnaire to join the scheme including questions on your nominated beneficiaries.

Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. 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.

If you use our online application system, the information you submit will be accessible by Grandad Digital. Here is a link to their Privacy Notice.

[\[\]privacy-policy/](#)

How long is the information retained for?

If you are successful, 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 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the close of the advertisement.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the close of the advertisement.

Equal opportunities information is retained for 6 months following the close of the advertisement whether you are successful or not.

How we make decisions about recruitment?

Final recruitment decisions are made by the recruiting 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 by speaking to your contact within the HR Department.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here at the Information Commissioner's Office–
<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly>

Walsingham Support is registered with the Information Commissioner's Office Number: Z9158817

Complaints or queries

Walsingham Support 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 does not provide exhaustive detail of all aspects of Walsingham Support'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, please contact HR@walsingham.com CLEARLY INDICATING YOUR EMAIL CONCERNS A DATA COMPLAINT.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request'. 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 for any personal information we may hold you need to put the request in writing addressing it to our Data Protection Officer.

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 Data Protection Officer.

Disclosure of personal information

We will not disclose personal data without consent unless we are required to do so as a result of legal process.

You can also get further information on:

- 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.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 13th March 2018.

How to contact us

If you want to request information about our privacy policy you can send an email to -

Ravanti.halai@walsingham.com

or write to:

Subject Access Request Officer

Attention: Ravanti Halai

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