



## **Candidate privacy notice**

**Version 1.0 adopted 14 June 2018**

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## **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

The York Minster data controller group comprises the Chapter of York (the governing body of York Minster), York Minster Enterprises Ltd and the St Williams College Trust which are wholly owned and governed by the Chapter of York. It also includes the separate and independent organisations Friends of York Minster and York Minster Fund which are governed separately but are joint data controllers and also responsible for your personal data. When we mention "The Chapter", "we", "us" or "our" in this privacy notice, we are referring to the relevant entity responsible for processing your data.

The Chapter of York is a "data controller".

This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying to work or volunteer with us (whether as an employee, volunteer, worker, contractor, trustee or clergy). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the Data Protection Act 2018 and the UK General Data Protection Regulation (the Data Protection Legislation).

## **DATA PROTECTION PRINCIPLES**

We will comply with the Data Protection Legislation and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your application form and covering letter. Where you have sent us a copy of your CV, we will direct you to our website and ask you to submit the information by way of application form and covering letter. We will not retain a copy of your CV.

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications and national insurance number (the latter will only be collected and used if we offer you a post).
- Any information you provide to us during an interview.
- Any results from assessments undertaken by you as part of the recruitment process to include psychometric testing, accuracy testing and group exercises.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.
- Allegations against you relating to children and/or vulnerable adults.

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources below.

- You, the candidate.
- Any recruitment agencies we enlist, from which we collect the following categories of data: name, employment history, experience, qualifications and potential future career aspirations.
- Any background check provider we enlist, from which we collect the following categories of data: information about criminal convictions and offences or allegations against you relating to children and/or vulnerable adults.
- Any credit reference agency we enlist where relevant, from which we collect the following categories of data: financial and credit history including but not limited to adverse credit information.
- Disclosure and Barring Service in respect of criminal convictions. This is done through and with the assistance of the Churches’ Child Protection Advisory Service (CCPAS).
- Your named referees, from whom we may collect the following categories of data: job title, dates of employment, details on sickness absence, disciplinary history and reason for leaving role. For applications to work or volunteer with children and/or vulnerable adults, we will also collect from referees information and/or evidence confirming why you may or may not be suitable for such role, including details of previous experience of working with children or vulnerable adults experiencing, or at risk of, abuse or neglect, your ability and commitment.

- In certain cases we may collect data from third parties that is available from publicly accessible sources including but not limited to news media, social media and online search engines.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role or work since it would be beneficial to our business to appoint someone to that the role or work.

We also need to process your personal information to decide whether to enter into a contract of employment or volunteer agreement with you.

Having received your covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview and any results from assessments undertaken by you as part of the recruitment process to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references or carry out a criminal record check through the Churches' Child Protection Advisory Service (CCPAS) if required before confirming your appointment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

## **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We envisage that we will process information about criminal convictions and allegations against you relating to children and/or vulnerable adults.

We will collect information about your criminal convictions history if we would like to offer you the work or role (conditional on checks and any other conditions, such as references, being satisfactory). We will ask you about any allegations that have been made against you relating to children and/or vulnerable adults. For certain positions we are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required to carry out criminal record checks for those applying to carry out a role or work where they have regular contact with children or vulnerable adults including but not limited to volunteers, clergy, police, vergers, and any teaching and support staff. This includes unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being and applies to most people working with, or responsible for, children in a church situation.
- The above roles fall within the occupations, offices and professions listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) and are also specified in the Police Act 1997 (Criminal Records) Regulations (*SI 2002/233*) so are eligible for an enhanced check from the Disclosure and Barring Service and a check against the barred list.
- The roles of Finance Director, Assistant Director of Finance, Finance Manager, Head Cashier and Cashiers (and any other applicable role in place from time to time) require a high degree of trust and integrity since it involves dealing with high value money and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards, which we are required by law to maintain when processing such data.

## **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **DATA SHARING**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application:

- Any search consultancy we may enlist;
- Other entities in the York Minster data controller group acting as joint controllers or processors and who are based in the United Kingdom and provide IT and system administration services.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **How long will you use my information for?**

We will retain your personal information for a period of 12 months after we have communicated to you our decision about whether to appoint you to the role or work. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and any applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **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 personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR & Volunteer Administrator at [jobs@yorkminster.org](mailto:jobs@yorkminster.org) in writing.

### **RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the HR & Volunteer Administrator at [jobs@yorkminster.org](mailto:jobs@yorkminster.org) in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

**DATA PROTECTION OFFICER**

We have appointed data protection officers (DPOs) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please write to [dataprotection@yorkminster.org](mailto:dataprotection@yorkminster.org) (Chapter of York), [friends@yorkminster.org](mailto:friends@yorkminster.org) (Friends of York Minster) or [neils@yorkminster.org](mailto:neils@yorkminster.org) (York Minster Fund), as appropriate. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF PRIVACY NOTICE**

I, \_\_\_\_\_ (candidate name), acknowledge that on \_\_\_\_\_ (date), I received a copy of The Chapter of York’s Candidate Privacy Notice and that I have read and understood it.

Signature

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Name

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