

Privacy Notice – if you apply to work with us

If you apply to work or volunteer for Julian Support, in any capacity, we may need to process your data. “Processing” can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

Collecting your information

We may collect some or all of your data and we get this information from the following sources:

- Directly from you through your application, CV, cover letter, or during interviews.
- From recruitment agencies, job boards, or social media (e.g., LinkedIn).
- From third parties such as referees or DBS checks (where applicable).
- From publicly available sources where relevant to the role.

Information That We Collect

We may collect and process the following types of personal data during recruitment:

- Contact details: Name, address, phone number, email address.
- Employment and education history: CV, cover letter, qualifications, professional memberships, and references.
- Interview and assessment details: Interview notes, test results, and feedback.
- Right to work documentation: Proof of identity, work eligibility, and related legal documents.
- Sensitive information: Health or disability information (if shared), equal opportunity monitoring data (voluntarily provided).
- Criminal record information: Only if the role requires a Disclosure and Barring Service (DBS) check.

What We Do With Your Information

Information about you is stored and used by us in accordance with this privacy notice and with your rights under the GDPR.

We use your personal information to:

- Process and evaluate your application.
- Communicate with you throughout the recruitment process.
- Arrange interviews, assessments, or background checks.
- Verify your identity, references, and right to work.
- Make informed hiring decisions.
- Comply with legal or regulatory requirements.
- Support diversity and inclusion monitoring (on an anonymous basis).

The Legal Basis For Using Your Information

By law, we need to have a lawful basis for processing your personal data.

During the recruitment process, we will collect and store your data under the following legal bases:

- Legitimate interests: To manage recruitment and assess your suitability for a role.
- Legal obligations: To verify right to work, carry out DBS checks, or meet safeguarding requirements.
- Consent: Where you choose to share sensitive information (e.g., health or equal opportunities data).

Sharing Your Information

- We will only share your personal data with:
- Internal staff involved in the recruitment process (e.g., HR, hiring managers, trustees).
- Third-party service providers who assist with recruitment (e.g., DBS checks, IT systems).
- Legal, regulatory, or safeguarding authorities, if required by law.

Transferring Your Information Abroad

We will not transfer any information about you outside of the European Economic Area.

Security Of Your Information

Information that you provide will be stored securely in all formats and is not accessible to any staff that do not have relevant reasons to access this. Any breach of this policy will be recorded on a breach register and the Information Commissioners Office will be notified when appropriate.

Storing Your Information And Deleting It

We will hold your information securely during the period of our relationship and in line with our retention schedule. If your application is unsuccessful, we will retain your information for up to 6 months to a year after the recruitment process ends, unless you consent to us keeping it longer to consider you for future opportunities. If you are offered a role, your information will be transferred to your employee or volunteer record and handled under our Privacy Notice for Staff.

Your Rights

Under data protection law, you have rights we need to make you aware of. Your rights under the GDPR allow you to:

- Ask us for access to the information we hold on you. There are some exceptions to this right, which means you may not always receive all the information we process.
- Ask us to correct the information if it is inaccurate or incomplete.
- Ask us to erase the information that is held by us, although in certain circumstances we may not be able to do this.
- Ask us to provide you with the information we hold about you in a structured and commonly used format or transmit that information directly to another.
- Ask us to restrict the processing of your personal data in certain circumstances.
- Object to the processing of your information if the process forms part of our public task, or is in our legitimate interests.

More information on the rights of the individual under GDPR are available from the Information Commissioners Office (ICO) website: www.ico.org

If you wish to make any requests or want any further clarity about GDPR within Julian Support, you can contact our Data Protection Champion by writing to The Data Protection Champion, 23 Pilling Park Road, NR1 4PA or emailing dpc@juliansupport.org

How to Complain

If you are unhappy with the way we use your information, you can complain to us using the details above.

If you are unhappy with our response to your complaint, you should contact the ICO: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; 0303 123 1113; www.ico.org