

## EMPLOYEES & JOB APPLICANTS PRIVACY NOTICE

### 1. Introduction

This privacy notice explains what personal information is collected when you apply for a role with Eastlands Trust, or when you work for us as an employee, what it is required for and who it is provided to.

The notice also describes why Eastlands Trust requires your data, and the legal basis on which it does this.

It should be read together with the Eastlands Trust corporate privacy notice, which provides more detail on the questions below. Click here to read our general corporate privacy notice <https://mcractive.com/policies/Corporate-Privacy-Notice.pdf>.

### 2. What kinds of personal information does this service use?

When someone applies to work for us, then we collect the following information about that person:

- Name
- Address
- Postcode
- Email address
- Phone number

When someone takes up employment with us, in addition to the points above, we also collect the following information about that person as a minimum:

- Bank details
- Emergency contact name & contact telephone number(s)
- Gender

We also use the following special category personal information about our employees:

- Ethnicity
- Medical information that you choose to declare
- Information in relation to any disability you declare yourself as having

We may also hold other personal information about you when you are in our employment that relate to you employment relationship with us, e.g. appraisal information, pension scheme information, maternity/paternity/parental leave information etc.

### 3. What is your personal information is used for?

Eastlands Trust does this to be able to enter into a contractual relationship with you as employer and employee. The information also helps us to monitor our obligations in relation to diversity and equal opportunities.

#### Eastlands Trust

Head Office: c/o National Squash Centre & Regional Arena,  
Etihad Campus, Gate 13, Rowsley Street, Manchester M11 3FF

Company Registration no.: 03747112

#### **4. What is the lawful basis we are relying on to use personal information?**

We collect and use this information under provisions contained in the General Data Protection Regulation, Article 6. Specifically we collect the information referred to in paragraph 2 above under the requirements of a contractual obligation.

In relation to those elements of personal data in paragraph 2 above that are described as 'special category' items of personal information, we also collect that information under Article 9 of the General Data Protection Regulation, in that you have given us your explicit consent to process that particular personal information.

Personal information about unsuccessful candidates is held in accordance with our Data Retention Policy, and will be held for 6 months after the recruitment exercise has been completed. It will then be destroyed or deleted unless a claim for unfair recruitment is ongoing. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with Eastlands Trust, we will compile a file relating to their employment ("P File"). The information contained in the P File will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with Eastlands Trust has ended, we will retain the file in accordance with the requirements of our Data Retention Policy, and then delete it. Employees / former employees can request a copy our Data Retention Policy relating to P Files by emailing [dataprotection@eastlandstrust.org](mailto:dataprotection@eastlandstrust.org).

#### **5. Where has your personal information come from?**

In most cases, you will have provided the information to use directly as part of your application to gain employment with us. In a limited number of cases, we may have been given the information by partner organisations involved in recruitment, such as recruitment agencies.

#### **6. Who will we share your personal data with?**

When individuals apply to work at Eastlands Trust, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example, where we want to take up a reference or obtain a 'disclosure' from the Disclosure & Barring Service, we will not do so without informing them beforehand, unless the disclosure is required by law.

In relation to employees, we will only share your personal information with any agencies that might require that information as part of a TUPE transfer process, and/or to ensure that we are complying with our pension provision obligations.

#### **7. What rights do you have in relation to your personal information?**

To read about what rights you have regarding the personal information used in relation to our recruitment and employment practices, please click here <https://mcractive.com/policies/Corporate-Privacy-Notice.pdf>.

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## **8. How to contact us**

If you have any questions or concerns about how Eastlands Trust uses your personal information, please contact the Trust by email or post:

Email: [dataprotection@eastlandstrust.org](mailto:dataprotection@eastlandstrust.org)

Post: Head Office, National Squash Centre, Etihad Campus Gate 13, Rowsley Street, Manchester M11 3FF.

## **9. Complaints or queries**

If you have any concerns about the way Eastlands Trust processes your personal information, you have the right to complain to the Information Commissioner's Office. The contact details are:

0303 123 1113 (Local rate) / [casework@ico.org.uk](mailto:casework@ico.org.uk)

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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