
Job Applicant Privacy Notice

Data Protection Lead: Patrick Masih | Senior Manager (Corporate Giving and People Support) | 0121 647 1960 | Patrick.masih@jericho.org.uk

The Jericho Foundation is a company limited by guarantee and registered charity in England and Wales. The Jericho Foundation acts as a “data controller” for processing your application. 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 for work with us (whether as an employee, worker or contractor). 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 General Data Protection Regulation ((EU) 2016/679) (GDPR).

As part of any recruitment process, Jericho collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

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We will comply with data protection law and principles below;

- **Lawfulness, Fairness and Transparency** - Used lawfully, fairly and in a transparent way.
- **Purpose Limitation** - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- **Data Minimisation** - Relevant to the purposes we have told you about and limited only to those purposes.
- **Accuracy** - Accurate and kept up to date.
- **Storage Limitation** - Kept only as long as necessary for the purposes we have told you about.
- **Integrity and Confidentiality** - Kept securely.
- **Accountability** – Jericho is responsible for demonstrating compliance with the principles. Accountability involves maintaining records, implementing appropriate measures, and being transparent about data processing practices.

What information does Jericho collect?

We collect a range of information 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:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, professional membership, skills, experience, education history and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether you have a disability for which Jericho need to make reasonable adjustments during the recruitment process;
- Information about your criminal record.;
- Information about your driving licence;
- information about your entitlement to work in the UK
- details of periods of parental leave taken by you; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

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Jericho may collect this information in a variety of ways. For example, data might be obtained from CVs, cover letters and application forms; obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Jericho may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Jericho will only collect criminal conviction data where it is appropriate given the nature of the role and where the law permits it. This data will usually be collected at the recruitment stage, however it may also be collected during any subsequent employment with us, should you be successful in obtaining employment.

Jericho will not transfer your data to countries outside the European Economic Area

Why does Jericho process personal data?

Jericho needs to process data to take steps at your request to evaluate your application for employment. We may also need to process your data to enter into an employment contract with you.

In some cases, Jericho needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Jericho has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, decide to whom to offer a job, assess training needs and make decisions about salary and other benefits. Jericho may also need to process data from job applicants to respond to and defend against legal claims.

Jericho may process information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. This is to carry out our statutory obligations and exercise specific rights in relation to employment.

Jericho may, in some cases, process health information during the application process in order to find out whether applicants will be able to carry out an intrinsic part of the job. Jericho also processes health information about candidates after an offer of employment has been made. In each case, this will be done in accordance with Section 60 of the Equality

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Act 2010 for the purpose of ensuring that the candidate is able to perform the core duties of the job being offered.

For some roles, Jericho is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our statutory obligations and exercise specific rights in relation to employment.

If you are unsuccessful in obtaining employment with Jericho, your data will not be used for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your data will, of necessity, be shared internally for the purposes of assessing your application. It is likely to be shared with members of the HR team, interviewers involved in the recruitment process, managers in the service with a vacancy.

Application assessments, pre-employment checks and references

Jericho may share an appropriately limited amount of your data with third parties in order to obtain references for you from former employers. If references are sought before interview or before an offer of employment is made, we will do this where you have given your express consent for us to do so. If your application for employment is successful and we make you an offer of employment, we will share your data with former employers to obtain references for you and, where the role requires it, the Disclosure and Barring Service to obtain necessary criminal records checks.

Jericho may receive and share your data with third parties that process data on our behalf in connection with the provision of services for the purposes of the recruitment exercise, for example to source, receive and/or shortlist applications on our behalf, and/or to carry out applicant testing such as psychometric assessments.

If you are successful in your application, Jericho may receive and share your data with a third party occupational health provider in connection with making decisions about your fitness for work.

Jericho endeavours to ensure specific contractual agreements are in place with any third parties who undertake this processing in order to protect your data. This is explained in more detail below.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

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How does Jericho protect data?

Jericho takes the security of your data seriously. We maintain internal policies and controls that are designed to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Where Jericho engages third parties to process personal data on our behalf, they do so only on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of your data.

For how long does Jericho keep data?

In line with data protection principles, we will only keep your data for as long as we need it. If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be kept and transferred to your personnel file and retained during your employment. The periods for which your data will be held are set out in our data retention protocols available from the data controller.

What if you do not provide personal data?

One of the reasons for processing your data is to allow Jericho to carry out an effective recruitment process. Whilst you are under no statutory or contractual obligation to provide data to Jericho during the recruitment process, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your rights

As a data subject, you have a number of rights, these are:

- **The right to be informed** This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- **Access and obtain** a copy of your data on request; (commonly known as a “data subject access request”). This enables you to receive a copy of the personal

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information we hold about you and to check that we are lawfully processing it. You may do this by contacting Jericho's Data Protection Lead using the details at the top of the notice. You can find out more information about doing so at <https://ico.org.uk/for-the-public/personal-information/>

- **Request correction;** require the organisation to change incorrect or incomplete data; if any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- **Request erasure;** If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Object to the 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;** For example, if you believe the data we hold is incorrect, you can ask us to stop processing the data (whilst still holding it) until it has been corrected or there is a dispute about whether your interests override the Jericho's legitimate grounds for processing data.
- **Request to transfer;** You may transfer the data that we hold on you for your own purposes to another party.
- **Request to withdraw consent** or the processing of your personal information. This enables you to withdraw your consent to the processing of your personal information where we have relied on such given consent. For example, in the case of an unsuccessful application, where we have sort consent to retain your information for future employment opportunities. Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. There will be no consequences for withdrawing your consent. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use, however we may continue to process your data if we have a statutory reason or lawful basis for doing so.

If you would like to exercise any of these rights, you may do so by contacting Jericho's Data Protection Lead using the details at the top of the notice.

If you believe that Jericho has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

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Acknowledgement of Receipt

By continuity with the application (submitting your CV and Cover letter or application form), you acknowledge receipt of this policy and that you have read and understood the policy.

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