

Swansea & Brecon Diocesan Board of Finance

Recruitment Data Privacy Statement

Data Collected

During a recruitment process we will collect a range of personal data about you, including your name; contact details; education; employment history; and health. The information we ask for is used to assess your suitability for employment. You do not have to provide all the requested information, but it may affect your application if you do not. We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

This information may be collected from your application, educational certificates, identity documents or third parties, such as employment referees and occupational health advisers.

Swansea & Brecon DBF is the data controller for the information you provide.

What 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, or to fulfil necessary 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 contact you and to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

Equal Opportunities Data

You will also be asked to provide equal opportunities information. This is not mandatory information – if you do not provide it, it will not affect your application. The information will not be made available to any staff or held in a way which can identify you. Any information you do provide will only be used to produce and monitor equal opportunities statistics.

Data Retention

If your application is unsuccessful we may seek your consent to hold your data for up to one year, pending future opportunities. You will be free to withdraw your consent at any time by notifying us in writing. All other applications will be held for a maximum of six months. All identifiable data generated during the recruitment process e.g. review notes, interview notes, will be held securely before being confidentially destroyed alongside your application data. Equal Opportunity Forms will be held for a maximum of 6 months before being confidentially destroyed. Unidentifiable data obtained may be collated and retained by us for future monitoring.

If you are successful, the information you provide during the application process will be retained securely by us as part of your employee file for the duration of your employment, plus 6 years following the end of your employment.

Complaints / Access

As a data subject, you have a number of rights including: access to your data on request; to stop us processing your data on demand; to ask us to delete your data on demand; or to change any incorrect or incomplete data we hold on you. For further information about your rights please visit the Information Commissioners' Office website: <https://ico.org.uk/>

For any queries you may have with in connection with this privacy statement or to request access to personal data that we may hold about you, please contact us at:

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