

Privacy Notice

For candidates applying
for jobs at Bolton Cares



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This leaflet is a privacy notice for candidates applying for jobs at Bolton Cares. It lets you know about the information that we will collect about you and how we use it and about the rights that you have in relation to your personal data.

How we collect your personal information

We collect information from you as part of the application and interview process.

We will collect information directly from you. We will collect information from any recruitment agencies involved in the recruitment process and from your named referees. Where you are applying to work in a care and support role, we will also collect information from the Disclosure and Barring Service.

What information do we collect 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 in your curriculum vitae and covering letter (if you have submitted these)
- Any information you provide to us during an interview
- The results of any assessment or test that you undertake as part of the recruitment process



Some of the information we hold about you is more sensitive and is known as 'special category' information. This includes:

- Information about your race or ethnicity, religious beliefs and sexual orientation
- Information about your health, including any medical condition, health and sickness records
- Information about your suitability to work with vulnerable people

How we use your personal information

We will use the personal information we collect about you to make a decision about whether to employ you and to meet our legal and regulatory obligations. We will use your information to:

- Assess your skills, qualifications, and suitability for the role for which you have applied
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes
- To assess your suitability to work with vulnerable people



Who we share your information with

We share your information with our HR provider and with any recruitment agencies involved in the recruitment process.

If you are successful in your application to work for Bolton Cares we will also share your information with our occupational health provider, who will assess whether you are medically fit to undertake the role, and with the Disclosure and Barring Service, so that they can undertake checks of your suitability to work with vulnerable people.

We require these organisations to process your information according to the strict legal requirements. We don't share your information with anyone else.

How we keep your information safe

We store your information securely and only for the purposes for which it was provided. We only allow people who have a legitimate business need to access your information and we ensure that appropriate measures are in place to keep your information safe. When we share information we do so using secure methods such as encrypted data transfer.

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you.



Your rights

You have rights in relation to the way we use your personal data. You have the right to:

- Request that we send you a copy of the data we hold about you
- Request that we correct or erase any incorrect data
- Request that we stop using your personal data. We will do so if we don't have a legal requirement to continue to use your data
- Ask us to transfer a copy of your personal data to someone else
- Withdraw any consent that you have given to our use of your personal data

You can contact us if you would like to exercise any of the above rights.



How to find out more

This leaflet is designed to provide a brief summary of the information that we hold about you, how we use that data and your rights.

A more detailed privacy statement for candidates of Bolton Cares is available on our website at www.boltoncares.org.uk/your-information-matters

Who to contact

If you have any questions about this privacy statement or if you have any concerns about how we collect and use your data, please contact Bolton Cares in writing at:

**Data Protection
Bolton Cares
Thicketford House
Thicketford Road
Bolton
BL2 2LW**

Or by email at dataprotection@boltoncares.org.uk