

Recruitment Privacy Notice

1. Who we are

Mind in Harrogate and District

Acorn Centre, 101A Station Parade, Harrogate, HG1 1HB

We are the data controller responsible for your personal data.

If you have any questions about this notice or how we use your data, please contact:

Email: office@mindinharrogate.org.uk

2. What information we collect

As part of the recruitment process, we may collect and process the following information:

- Personal details (such as name, address, telephone number, email address)
- Employment history, experience, qualifications, training and skills
- Personal statements and application form responses
- References and reference contact details
- Information about your right to work in the UK
- Information relating to criminal convictions and DBS checks (where relevant)
- Safeguarding-related declarations
- Information about reasonable adjustments
- Equality monitoring information (such as ethnicity, gender identity and disability), where provided

Equality monitoring information is collected separately and does not form part of the selection process.

3. How we use your information

We use your personal data to:

- Assess your suitability for the role you have applied for
- Communicate with you during the recruitment process
- Carry out pre-employment checks, including references
- Meet safeguarding requirements, including DBS checks where applicable
- Make reasonable adjustments during the recruitment process
- Monitor equality, diversity and inclusion (in anonymised form)

4. Lawful basis for processing

We process your personal data under the following lawful bases:

- **Legitimate interests** – to recruit staff and ensure a fair recruitment process
- **Legal obligation** – to comply with employment, safeguarding and equality law
- **Consent** – where you provide optional information, such as equality monitoring data or reasonable adjustments
- **Substantial public interest** – for processing criminal record and safeguarding information where an Enhanced DBS check is required

5. Criminal records and safeguarding information

For roles requiring an **Enhanced Disclosure and Barring Service (DBS) check**, we may process information relating to criminal convictions, cautions and other relevant safeguarding information.

This information will:

- Be handled in strict confidence
- Be accessed only by those involved in recruitment and safeguarding
- Be used only to assess suitability for the role
- Not automatically exclude applicants from consideration

We comply fully with the DBS Code of Practice.

6. Who we share your information with

Your information may be shared with:

- Staff involved in the recruitment process
- Referees (with your knowledge)
- The Disclosure and Barring Service (where required)
- External advisers or regulators where legally required

We do not sell your personal data or share it for marketing purposes.

7. How long we keep your information

- If your application is **unsuccessful**, we will retain your recruitment data for **up to 6 months** after the recruitment process has concluded, after which it will be securely deleted.



- If your application is **successful**, relevant information will be transferred to your personnel file and retained in line with our staff data retention policy.

Equality monitoring data is anonymised and retained for statistical purposes only.

8. Your rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data (in certain circumstances)
- Object to or restrict processing
- Withdraw consent where processing is based on consent
- Lodge a complaint with the Information Commissioner's Office (ICO)

More information about your rights is available at:

<https://www.ico.org.uk>

9. Changes to this notice

We may update this privacy notice from time to time. Any changes will be made available on request or via our website.

10. Contact

If you have any questions about this notice or how your data is handled, please contact our GDPR Lead:

Helen Greensit

Business and Facilities Administration Manager

Mind in Harrogate and District

Email: helen@mindinharrogate.org.uk