

Job Applicant Privacy Notice

Data Controller: Wellspring Therapy and Training, 78 High Street, Harrogate, HG2

As part of any recruitment process, the Wellspring collects and processes personal data relating to job applicants. Wellspring is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Wellspring collect?

Wellspring collects a range of information about you. This includes:

- Your name, address and contact details (including email address and telephone number)
- Details of your qualifications, skills, experience and employment history
- Whether or not you have a disability for which Wellspring needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

Wellspring may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. Information may also be collected by third parties such as recruitment agencies. And processed on the Wellspring's behalf.

Wellspring may also collect personal data about you from third parties, such as references supplied by current or former employers, information from employment background check providers and information from criminal records checks. Wellspring 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 your application record, in HR management systems and on other IT systems (including email).

Why does Wellspring process personal data?

Wellspring needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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

Wellspring 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 Wellspring to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Wellspring may also need to process data from job applicants to respond to and defend legal claims.

Wellspring may process personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Wellspring processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Wellspring is obliged to seek information about criminal convictions and offences. Where Wellspring seeks this information as a vital interest, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment and the protection of the public and young children. Wellspring will not use data that will identify you for any purpose other than the recruitment process for which you have applied. If you are successful, your application will be transferred into a personnel file and information about how the information will be used can be found in the Wellspring's Employee Privacy Notice.

Who has access to data?

Your information may be shared internally for the recruitment process. This includes the HR Manager, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Where the post is funded by an external partner, or involves partnership working, a representative from the funder or partnership may be involved in the recruitment process. In such cases, your information will also be shared with them. Wellspring will not share your data with any other third parties, unless your application for employment is successful and it makes you an offer of employment. Wellspring will then share your data with current and former employers to obtain references for you, and, if appropriate to the role, the Disclosure and Barring Service to obtain necessary criminal records checks. Wellspring will not transfer your data outside the European Economic Area.

How does Wellspring protect data?

Wellspring takes the security of your data seriously. It has internal policies and controls in place 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. Information will be stored in locked cabinets and in locked down in electronic files.

How long does Wellspring keep data?

If your application for employment is unsuccessful, Wellspring will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data will be deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The period for which your data will be held after you leave the Wellspring is set out in its Data Protection Procedure.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request..
- Require Wellspring to change incorrect or incomplete data
- Require the Wellspring to delete or stop processing your data, for example where the data is no longer necessary for purposes of processing.
- Object to the processing of your data where Wellspring is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Manager – hr@wellspringtherapy@org.uk

If you believe that Wellspring has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?



You are under no statutory or contractual obligation to provide data to Wellspring during the recruitment process. However, if you do not provide the information, Wellspring may not be able to process your application properly or at all.

Automated decision-making

Automated decision-making plays no part in Wellspring's recruitment processes