

Praxis Care Privacy Notice for Applicants

Under current data protection legislation, Praxis Care must tell you how your Personal Data will be used as an applicant. We are committed to being transparent about what information we collect, why we process specific data, how it is processed, and the retention periods for storing data.

What information do we collect?

Praxis Care collects a range of information about you. This includes:

- your name and contact details;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- any special arrangements we may need to consider to allow you to attend an interview, or any medical conditions that may need to be taken into consideration before starting employment;
- confirmation of your entitlement to work in the UK and/or EU;
- the name and contact details of your references;
- your age (if applying for a children's service as per statutory regulations);
- details of any professional qualification (if relevant to the role you are applying for);
- whether you completed an assessed year (if necessary);
- any convictions or offences
- whether there are any friends or family working in the charity
- monitoring information (NI applicants only)

Praxis Care may collect this information in a variety of ways. For example, data might be contained on the application form, via a CV, obtained from your ID, or through the interview process.

We may also collect personal data about you from third parties, such as references or other statutory bodies. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places; including our recruitment files, in HR management systems and on other IT systems (including email).

Why does Praxis Care process your personal data?

We need to process data to ensure that you meet the requirements of the role to which you are applying.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check an applicant's eligibility to work in the UK or EU before prior to any offer of employment.

Praxis Care has a legitimate interest in processing personal data and keeping records during the recruitment process. We also need to hold personal data for a period if an applicant is unsuccessful and/or if a claim is taken against the Organisation.

If your application is unsuccessful, Praxis Care may keep your personal data on file in case there are future employment opportunities for which you may be suited, for example, a reserve list. We will ask for your consent before retaining your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, 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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and any relevant statutory bodies.