

Data Privacy Notice for Job Applicants

Effective date: 24th April 2018

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Reviewed by: Mollie Macve – HR Manager



Privacy notice for job applicants

Introduction

This Privacy Notice describes how Little Forest Folk Ltd ("Little Forest Folk") handles the personal data you submit when applying for a job. Please read this document carefully to understand how Little Forest Folk uses and protects the information you provide.

At **Little Forest Folk Ltd ("Little Forest Folk")** we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to "we", "us" or "our", we mean **Little Forest Folk Ltd ("Little Forest Folk")**.

Little Forest Folk will handle job application data in accordance with the laws of England and Wales. Where the law provides less protection than this privacy notice, Little Forest Folk will handle your data in accordance with this notice.

Little Forest Folk reserves the right to modify this policy by posting changes to the careers page on our website - <http://www.littleforestfolk.com/careers/>. If you submit your data following the effective date of a modified policy, your information will be handled in accordance with the policy in effect at that time. We recommend that you check the Privacy Notice on our website each time you send Little Forest Folk an application or additional candidate data.

What personal data we collect

As part of any recruitment process, we collect and process personal data relating to job applicants. This means that we need to collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, training, skills, experience and employment history;

Little Forest Folk Ltd
T: 07707545913 E: info@littleforestfolk.com
1 Pride Point Drive, Pride Park, **Derby**, DE24 8BX
Registered Company number: 08832270

- information about your current level of remuneration;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- your membership of any professional bodies.

If you are given a conditional offer of employment, you will be required to provide the following additional personal information:

- bank details, NI number and P45, to process salary payments;
- emergency contact details, so we know who to contact in case you have an emergency at work;
- details of your medical history, to check your fitness for the role; and
- whether if appointed, there is a potential conflict in interest (our code of conduct requires all staff to declare this).

We 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, including tests.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. 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.

Why we collect personal data and the legal basis for handling your data

We need to process data at your request prior and in order to enter into an employment contract with you.

In some cases, we need to process data to comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to any legal claims.

With your consent we may process special categories of data, such as information about ethnic origin, marital status, or religion or belief, to monitor recruitment statistics.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our legal obligations and exercise specific rights in relation to employment.

We are legally required to obtain enhanced Disclosure and Barring Service (DBS) checks about criminal convictions and offences and check your suitability in line with the Disqualifications by Association Regulations. Where we seek this information, we do so because it is necessary for us to carry out our legal obligations and exercise specific rights in

relation to employment. For certain childcare roles we are legally obligated to consider the medical history of job applicants. In other cases, it is in our legitimate interest to do so.

If your application for employment is unsuccessful, as specified in the EYFS requirements, we will hold your data on file for a maximum of 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

Who we share your data with

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:

- Current and former employers to obtain references for you;
- our DBS processor and the DBS to obtain necessary criminal records checks (only if applicable); and
- NEST, our pensions provider if you choose or are automatically enrolled into our occupational pension scheme.

Our online recruitment platform provider(s) may be able to access your personal data when carrying out maintenance task and software updates. However, we have a written agreement in place which place these companies under a duty of confidentiality.

We have a data processing agreement in place with each of recruitment platforms we use, however, when candidates apply for a role with us via a third party recruitment platform such as Indeed or Escape the City, each platform will have its own privacy policy in place which the candidate should take the time to read. These can usually be found via their website.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Who can access your data?

Only selected employees of Little Forest Folk - such as senior managers, potential future line managers or HR personnel - have access to your personal data. Except as set out in this policy or as required by law, your personal data will not be supplied to any third party without your explicit authorisation.

Where do we store your data?

All data you provide to us is stored on secure computers or servers located in the UK or Europe. We also store paper records in locked filing cabinets.

Our third-party processors will also store your data on secure IT systems which may be situated inside or outside of the European Economic Area. They may also store data in paper files. Please refer to the individual privacy policy of any third-party processors for more information.

How long do we retain your data?

If your application for employment is unsuccessful, as specified in the EYFS requirements, we will hold your data on file for a maximum of 12 months after the end of the relevant recruitment process. At the end of that period, your data is 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 periods for which your data will be held will be provided to you in our Employee Privacy Notice.

Your rights with respect to your data

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

- request to access, amend or correct the personal data we hold about you;
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing;
- request that we transfer your personal data to another person; and

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact the HR Team via email hr@littleforestfolk.com

What if you do not provide personal data?

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

Automated decision-making

Your personal information may be used within our recruitment system(s) as part of an automated shortlisting process. Our recruitment system(s) may shortlist candidates on the basis of whether or not they have certain key requirements required for the role. For example, a level 3 childcare qualification. If you are not shortlisted on the basis of an automated decision, then we will inform you that this is the case and will allow you the opportunity to provide us with further information so that a member of staff can review the automated decision.

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact the HR Team via email hr@littleforestfolk.com

How to contact the Information Commissioner Office (ICO)

Little Forest Folk is registered with the 'Information Commissioner's Office' as required under the Data Protection Act 1998 and is listed in the 'Data Protection Public Register'. Personal information will only be collected and/or processed in accordance with this Act.

If the HR team has not been able to address your concern, please raise a complaint with our Back Office team at info@littleforestfolk.com .

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk>

Date of this policy

This privacy notice was last updated in October 2022.