



At Unity, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how we collect and use information (data) about you.

We will keep your information (data) secure at all times.

**1. Who we are:**

- a) The Controller for the information we hold is Unity Housing Association –  
Telephone: 0113 2007700  
Email: [uha@unityha.co.uk](mailto:uha@unityha.co.uk)
- b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Association's representative, Kairen Mosley on the contact details above.

**2. How we use your data:**

The Association needs to collect the following information about you:

- your name, address and contact details, including email address and telephone number;
- your qualifications, skills, experience and employment history;
- information about your current level of pay, including benefit entitlements;
- whether or not you have a disability for which the Council needs to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The Association collects this information about you in a number of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Association will also collect personal data about you from third parties, such as references supplied by former employers. The Association will seek information from third parties only once a job offer to you has been made.

We use this information to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

To enable us to provide our service to you, we will share your information internally with staff that have a legitimate business need to access your data. These include Corporate Services staff and interviewers involved in the recruitment process.

The Association will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. The Association will then share your data with former employers to obtain references for you.

The Association will not use your data for any purpose other than the recruitment exercise for which you have applied. Should you decide not to provide any of the information we request from you, the Association may not be able to process your application properly or at all.

You are not under any obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **3. What authority does the Association have to collect and use this information?**

The Association needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. The Association 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 the Association to manage the recruitment process, assess and confirm a candidates suitability for employment and decide to whom to offer a job.

Where the Association relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

The Association processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where the Association processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, gender or marital status, this is done for the purposes of equal opportunities monitoring with explicit consent of job applicants, which can be withdrawn at any time.

For some roles the Association is obligated to seek information about criminal convictions and offences. Where the Association seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

### **4. How long will we keep your data?**

If your application for employment was unsuccessful, the Association 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 is deleted or destroyed.

If your application for employment was successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## **5. Your rights and your personal data**

Under the GDPR, you have the following rights:

### **Right of access**

You have the right of access to the personal information that the Association holds about you, and/or the right to be given a copy of the data undergoing processing.

### **Right to Rectification**

You have the right to request that the Association corrects any personal data if it is found to be inaccurate, incomplete or out of date.

### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

### **Right to Portability**

You have the right to request that the Association provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Association holds about you.

### **Right to object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Right of Complaint**

You have the right to lodge a complaint with the Information Commission, contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or (01625) 545 745 (national rate)

To exercise your rights, you should contact the Data Controller's representative as specified in 1b.

## **6. Transfer of data outside the EU**

The Association will not transfer your data outside the European Economic Area.

## **7. Automated decision making**

Recruitment processes are not based on automated decision making.