

Dundee Citizens Advice Bureau

Privacy Notice for Job Applicants

1 Introduction

Dundee Citizens Advice Bureau (Dundee CAB) is committed to protecting your personal data and handling it in a transparent and secure manner. This privacy notice explains how we collect, use and protect your personal data during the recruitment process in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2 Data Controller

The Chief Executive Officer of Dundee Citizens Advice Bureau is the data controller. Contact details: Dundee Citizens Advice Bureau, Central Library, Level 4, Wellgate Centre, Dundee, DD1 1DB. Email: bureau@dundeecab.casonline.org.uk. Telephone: 01382 214633.

3 Data Protection Principles

We process your personal data in accordance with data protection principles. This means we ensure your data is processed lawfully, fairly and transparently, collected for specific purposes, kept accurate and up to date, retained only as long as necessary, and kept secure.

4 Types of Data We Collect

We may collect the following types of personal data: your name, contact details, employment and education history, references, right to work documentation, and information relating to equal opportunities. Where necessary, we may also collect limited special category data such as health or disability information.

5 How We Collect Your Data

We collect data directly from you through application forms, CVs, interviews and supporting documents. We may also obtain information from referees and, where appropriate, third parties involved in recruitment checks.

6 Lawful Basis for Processing

We process your data under the following lawful bases

- legitimate interests (to assess suitability for roles),
- legal obligation (such as right to work checks),
- consent (for retaining your data for future vacancies where applicable).

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7 Special Category Data

Where we process special category data, we do so in accordance with Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, primarily for equal opportunities monitoring or to make reasonable adjustments.

8 Criminal Conviction Data

All Bureau roles require a Level 1 Disclosure. We will process information relating to criminal convictions only where this is permitted by law and is necessary for the role. This information will be used solely to assess suitability for the position and to help safeguard our clients, volunteers and staff. We will only request this information at the appropriate stage of the recruitment process.

9 How We Use Your Data

We use your data to assess your application, carry out recruitment processes, communicate with you, meet legal obligations, and ensure fair and inclusive recruitment practices.

10 Sharing Your Data

Your data will be shared internally with staff involved in recruitment. If successful, we may share relevant information with third parties such as referees and Disclosure Scotland (or other authorised bodies) where a Level 1 Disclosure is required. We do not transfer your personal data outside the UK.

11 Data Security

We take appropriate technical and organisational measures to protect your personal data from loss, misuse, unauthorised access or disclosure.

12 Data Retention

If your application is unsuccessful, we will retain your data for 6 months after the recruitment process ends. With your consent, we may retain it for up to 12 months to consider you for future opportunities. If successful, your data will be transferred to your employee record.

Where we rely on your consent to retain your application for future vacancies, you may withdraw that consent at any time. This will not affect the lawfulness of any processing carried out before your consent was withdrawn.

13 If you choose not to provide your data

Providing the personal data requested during the recruitment process is voluntary.

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However, if you choose not to provide information that is necessary for us to assess your application or meet our legal obligations, we may be unable to progress your application.

14 Your Rights

You have the right to access your personal data, request correction of inaccurate data, request deletion, restrict processing, object to processing, and in some cases request data portability. To exercise any of these rights, please contact the Chief Executive Officer using the contact details in Section 2. We will respond to requests within one month. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

15 Automated Decision-Making

We do not use automated decision-making or AI tools that have a significant effect on applicants.

16 Updates to This Notice

We may update this privacy notice from time to time as appropriate or when data protection legislation is updated. The latest version will always be available on request.