



## **Job Applicant Privacy Notice**

Made By Mortals (MBM) collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

MBM is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: Made By Mortals, Ashton Old Baths, Stamford Street West, Ashton-under-lyne, OL6 7FW

### **What information do we collect?**

MBM collects a range of information about you. This includes, but is not limited to:

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

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

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

Data will be stored in a range of different places, including on your application record, in our HR management systems, in other IT systems and in our email system.



### **Why does MBM process personal data?**

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

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

MBM 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 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 and defend against legal claims.



MBM may process special categories of data, such as information about ethnic origin, sexual orientation 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 its obligations and exercise specific rights in relation to employment.

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

#### **Special categories of data**

- Special categories of data that we may collect are data relating to your:
- Health
- Sex life
- Sexual orientation
- Race
- Ethnic origin
- Political opinion
- Religion
- Trade union membership
- Genetic and biometric data

We must process special categories of data in accordance with stringent guidelines. Most commonly, we will commonly process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring
- for assessing whether reasonable adjustments are required as part of the recruitment process.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law.

However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time.

#### **Who has access to the data?**

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the recruitment team, interviewers involved



in the recruitment process, and 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 an offer of employment is made. We will then share your data with former employers in order to obtain references, employment background check providers to obtain necessary background checks.

We may also share your data for business performance and other types of monitoring and management purposes. In addition, we may need to share your personal information to comply with the law.

#### **How does MBM protect data?**

We take the security of your data seriously. We have 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.

#### **For how long does MBM keep data?**

If your application for employment is unsuccessful, or if you withdraw from the process or if you do not wish to accept an offer made to you, the organisation will hold your data on file for **6 (six) months** after the end of the relevant recruitment process.

If you agree to allow us to keep your personal data on file, we will hold your data on file for a **further 6 (six) months** for consideration for future employment opportunities.

At the end of the 6 or 12 month period (as appropriate), your data will be irretrievably deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

#### **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 the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where PHT is relying on its legitimate interests as the legal ground for processing
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights, please contact us at [admin@madebymortals.org](mailto:admin@madebymortals.org).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner (<https://ico.org.uk/>).



**What if you do not provide personal data?**

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

**Amended: 20 December 2021**