

Job Applicant Privacy Notice

Introduction

As part of the recruitment process, City Lodgers collects and processes personal data relating to job applicants. City Lodgers is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What Information Does City Lodgers Collect?

City Lodgers collects a range of information about you. This includes:

- 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 City Lodgers needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

City Lodgers may 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, such as interview skills tests or from assessment centres.

City Lodgers 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. City Lodgers will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

Why Does City Lodgers Process Personal Data?

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

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

City Lodgers 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 City Lodgers to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. City Lodgers may also need to process data from job applicants to respond to and defend against legal claims.

City Lodgers may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where City Lodgers processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, City Lodgers is obliged to seek information about criminal convictions and offences. Where City Lodgers seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

City Lodgers will not use your data for any purpose other than the recruitment exercise for which you have applied. However, if your application is unsuccessful, City Lodgers may keep your personal data on file in case there are future employment opportunities for which you may be suited. City Lodgers will ask for your consent before it keeps 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 with members of HR, recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and with other staff if access to the data is necessary for the performance of their roles.

City Lodgers will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. City Lodgers will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How Does City Lodgers Protect Data?

City Lodgers takes the security of your data seriously. It has 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.

Your information will be held securely within HR for the period prescribed within City Lodgers retention guidance. City Lodgers has in place system restrictions which ensures that your information can only be accessed by those employees who are involved with the recruitment of the position you have applied for or those who require access for the performance of their duties.

For How Long Does City Lodgers Keep Data?

If your application for employment is unsuccessful, City Lodgers will hold your data on file for 6 months after the end of the relevant recruitment process.

If you agree to allow City Lodgers to keep your personal data on file, we will hold your data on file for a maximum of 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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 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 City Lodgers to change incorrect or incomplete data;
- Require City Lodgers to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where City Lodgers is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Manager, 3 Clock Tower Park, Longmoor Lane, Fazakerley, Liverpool, L10 0LD or at dataprotection@wearehomesforstudents.com.

If you believe that City Lodgers has not complied with your data protection rights, you can complain to the Information Commissioner.

What If You Do Not Provide Personal Data?

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

Automated Decision-Making

Recruitment processes are not based solely on automated decision-making.

Review

City Lodgers will review this privacy notice from time to time to ensure its compliance with Data Protection laws and legislation.