

### **Keeping your personal data safe and secure**

We are committed to protecting the privacy and security of our job applicants. We fully understand the importance of keeping your data secure and private.

This privacy notice aims to be completely transparent about how we handle and use your personal data. We have tried to keep this policy as jargon free as possible, but if you are unsure of any terminology or have any questions or suggestions, please contact us using the details below.

### **Who we are and how to contact us**

**Paces** (referred to in this policy as “we”, “us” or “our”) Including:

#### **Paces Sheffield**

Charity Number: 1104356

#### **Address:**

Unit 4,  
Smithy Wood  
Business Park, Sheffield, S35 1QN

#### **Paces High Green School for Conductive Education**

DFE Reference Number: 373/7044

#### **Address:**

Thorncliffe Hall,  
Thorncliffe Park Estate,  
Newton Chambers Rd,  
Chapelton,  
Sheffield  
S35 2PH

We have a Data Protection Officer, who can be contacted in the following ways should you have any questions or feedback about the way your data is handled:

**Email:** [info@pacesheffield.org.uk](mailto:info@pacesheffield.org.uk)

### **Personal data we collect and how we use it**

This section explains what personal data we may collect from you, why we need it and the personal data we may receive from other sources.

When you apply for a position with us, we process the following types of personal data as part of steps taken prior to entering an employment contract.

- Your personal details (name, postal address, phone number, email address) to contact you about potential employment.
- Your employment history to establish your suitability for a job role.
- Your education information (qualifications and academic institutions attended) to establish your suitability for a job role.
- With your permission, we collect information from the references you have provided prior to interview to confirm your employment information.

We may not always collect information directly from you but will sometimes receive information through recruitment agencies, job advertising boards or when you apply through recruitment portals.

In line with safe recruitment processes, we are required to conduct online searches of public sources prior to conducting any interview. This is so we can then seek clarification at interview of something highlighted by our searches.

### **Processing your personal data using our legitimate interests**

We have a number of lawful reasons that we can use to process your personal data. One of these is 'legitimate interests'.

In broad terms, legitimate interests means that we can use your personal data if we have a genuine and legitimate reason, and we are not harming any of your rights and interests.

We use legitimate interests in the following circumstances:

- We may collect your preferences in surveys to gain feedback to improve the application process.
- We collect CCTV images if you attend site for an interview to protect the safety and security of all applicants, employees, and customers.

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law.

### **Sharing your personal data to third parties**

To facilitate your application, we share your personal data with third parties in the following circumstances:

- Securely storing your personal data.
- Completing reference checks
- Completing Right to Work checks
- When we are seeking legal advice.
- To gain your preferences in surveys.
- We may also disclose information to third parties or individuals when obliged by law, for purposes of national security, taxation and criminal investigations.

### **How we look after your data**

We will protect the data that you entrust to us via appropriate security measures and controls. We will also ensure through the contracts we have in place, that other businesses we work with are just as careful with your data.

We will always take appropriate technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information.

We will continually test, audit, and monitor our compliance with relevant Data Protection regulations.

### **Sharing your personal data outside the EEA**

The EEA is the European Economic Area, which consists of the EU Member States, Iceland, Liechtenstein and Norway. If we transfer your personal data outside of the EEA, we are required to have a safeguard in place to protect that transfer, we have to tell you. We do not currently transfer your data outside of the EEA.

## How long we will keep your data

If your application is successful, we process your data for the entirety of your employment and then store it for a minimum of 6 further years upon termination of your employment contract.

If your application is unsuccessful, we may retain your details on file for 6 months in case a role becomes available again.

When determining any additional storage period for your personal data, we will consider the requirements of our business including:

- Any statutory or legal obligations;
- The purposes for which we originally collected the personal data;
- The lawful grounds on which we based our processing;
- The types of personal data we have collected;
- The amount and categories of your personal data; and
- Whether the purpose of the processing could reasonably be fulfilled by other means.

## Your rights

Everybody has rights relating to their own personal data. These are explained below. If you would like to enforce any of your rights, please contact us using the contact details at the top of this privacy notice.

**Right to be informed:** We will always be transparent in the way we use your personal data. You will be fully informed about the processing through relevant privacy notices.

**Right to access:** You have a right to request access to the personal data that we hold about you and this should be provided to you.

**Right to rectification:** We want to make sure that the personal data we hold about you is accurate and up to date.

**Right to erasure:** You have the right to have your data 'erased' in the following situations:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected or processed.
- When you withdraw consent (when consent is used to process your data)
- When you object to the processing and there is no overriding legitimate interest for continuing the processing.
- When the personal data was unlawfully processed.
- When the personal data must be erased to comply with a legal obligation.

Please note that each request will be reviewed on a case-by-case basis and where we have a lawful reason to retain the data, it will not be erased.

**Right to restrict processing:** You have the right to restrict processing in certain situations.

**Right to data portability:** In certain situations, you have the right to obtain and reuse your personal data for your own purposes via a machine-readable format, such as a .CSV file.

**Right to object:** You have the right to object to the processing of your personal data where processing is based on our legitimate interests.

Not happy?

If you feel that we have not upheld your rights, we ask that you contact us by emailing [info@pacesheffield.org.uk](mailto:info@pacesheffield.org.uk) so that we can try to help you.

If you are not satisfied with our response or believe that we are not processing your data in accordance with the law, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Their details are supplied below:

**Address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:**

0303 123 1113

**Website:**

[www.ico.org.uk](http://www.ico.org.uk)