



Foster Careline



Life Change Care

Safehouses Fostering



PRIVACY NOTICE (Recruitment)

What is the purpose of this document?

Five Rivers Child Care and Associated Companies are committed to protecting the privacy and security of your personal information. The Company collects and processes personal data relating to its employees and workers to manage the employment relationship. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice describes how the Company collects and uses personal information about you during and after your working relationship in accordance with the UK General Data Protection Regulation (UKGDPR). It applies to all potential employees, workers and contractors.

Five Rivers Child Care is a "data controller". This means that as a Company, we are responsible for deciding how to hold, store and use personal information about you. We are required under data protection legislation to notify you of the information contained in this Privacy Notice.

This notice does not form part of any contract of employment or other contract to provide services. The Company may update this notice at any time.

It is important that you read this notice, together with any other Privacy Notice that we may provide on specific occasions when we collect or process personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

The Company will comply with data protection law. The law says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely

What information does the Company collect?

The Company collects, processes and stores a range of information about you. This includes:

- your name, title, address and contact details, including personal email address and telephone number.
- date of birth.



Foster Careline



Life Change Care

Safehouses Fostering



- Full employment history including dates of commencement and termination of employment and location of employment or workplace.
- details of your qualifications, professional membership (HCPC registration and QTS number), skills, experience and employment history (the company is required to obtain a full employment history and to clarify any gap in employment to satisfy regulatory requirements in recruitment), including start and end dates, with previous employers.
- recruitment information, including copies of right-to-work documentation, references and other information included in the application form.

We also collect, store and use the following "special categories" of more sensitive personal information:

- information about criminal convictions and offences; and
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the interview process

Information about criminal convictions

- The Company may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations, provided we do so in line with our Data Protection Policy.
- Less commonly, we may use information relating to criminal convictions where it is necessary for relation to legal claims, where it is necessary to protect your interests (or someone else's interests), and you are not capable of giving your consent, or where you have already made the information public.
- We may also process such information in the course of legitimate business activities with the appropriate safeguards.
- The Company will only collect information about criminal convictions if it is appropriate, given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process, or you may notify us directly of such information during your employment with us.

Why does the company process personal data?

The Company will only use your personal information when the law allows it to. Most commonly, we will use your personal information in the following circumstances:

1. Where do we need to perform the contract we have entered into with you?
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).



Foster Careline

JSA
Psychotherapy

Life Change
Care

Safehouses
Fostering

the
fostering
company
north east

OFC
quality foster care

2. Where it is needed in the public interest [or for official purposes].

The Company needs to process data to enter an employment contract with you and to meet its obligations under any employment contract. For example, it needs to process your data to determine whether you are suitable for a job role.

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a potential employee's entitlement to work in the UK and to comply with health and safety laws.

In other cases, the Company has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the Company to:

- run recruitment and promotion processes.
- determining the terms on which you work for us;
- checking if you are legally entitled to work in the UK;
- assessing qualifications for a particular job or task, including decisions about promotions.
- education, training and development
- complying with health and safety obligations
- to prevent fraud.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those regarding employees with disabilities).

Where the Company processes other special categories of personal data, such as information about ethnic origin, sexual orientation, religion, or belief, it is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment.

Change of purpose

The Company will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that the Company may process your personal information without your knowledge or consent, where this is required or permitted by law.

Who has access to data?

Your information may be shared internally, including with members of the HR and recruitment team, hiring managers in the business area in which you would like to work and IT staff if access to the data is necessary for the performance of their roles.

The Company shares your data with third parties to obtain pre-employment references from other employers, employment background checks from third-party providers, a medical report, and necessary criminal records checks from the Disclosure and Barring Service.



Foster Careline

JSA
Psychotherapy

Life Change
Care

Safehouses
Fostering

the
fostering
company
north east

OFC
quality foster care

The Company will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. "Third parties" include third-party service providers (including contractors and designated agents) and other entities within our group.

The Company will not transfer your data to countries outside the European Economic Area.

How does the Company protect data?

The Company takes the security of your data seriously. The Company 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 its employees in the performance of their duties. The Company limits access to your personal information to those employees, contractors or third parties who have a business need to know.

The company operates regulated services and is inspected by Ofsted. During an Ofsted inspection, Ofsted may require access to personal data to assess whether the company is meeting its regulatory requirements. The Company is obliged to comply and ensure robust internal controls are in place to ensure the security of the accessed personal data.

Where the Company engages third parties to process personal data on its behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Does the Company keep data once I have been unsuccessful?

The Company will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements. The Company will continue to hold some but not all of your data if you have been unsuccessful.

Unless you request otherwise, we will hold your details on file for a maximum of 12 months, and you will remain in our Talent Pool

Please email Recruitment@five-rivers.org if you wish for your details to be removed from our systems. We will not contact you further about job opportunities unless you re-apply.

We will retain and securely destroy your personal information in accordance with the Company's Data Retention Policy and applicable laws and regulations.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. For positions involving working with children, the relevant regulations prescribe how long the data should be held for.



Foster Careline

JSA
Psychotherapy

Life Change
Care

Safehouses
Fostering



OFC
quality foster care

What happens if I am successful

If you are successful in your application and you are offered the role, you will be sent the full and complete privacy notice as part of your offer pack, the document included in the offer pack supersedes any information held within this document.

Do we need your consent?

The Company do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the people director. If you have a complaint or concern about how your request was handled, please email DPO@five-rivers.org.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or clearly excessive. Alternatively, we may refuse to comply with the request in such circumstances.



Foster Careline

JSA
Psychotherapy

Life Change
Care

Safehouses
Fostering

the
fostering
company
north east

OFC
quality foster care

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the people director or dpo@five-rivers.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Your rights

As a data subject, you have certain rights. You can:

- access and obtain a copy of your data on request.
- require the Company to change incorrect or incomplete data.
- require the Company 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 the organisation is relying on its legitimate interests as the legal ground for processing.

To exercise any of these rights or if you have any concerns about how your personal data is handled, please contact our data protection officer:

Name or title of DPO: Tom Baker-Price, Data Protection Officer (DPO)

Email address: Tom.Baker-Price@five-rivers.org

Or dpo@five-rivers.org

Postal address: 47 Bedwin Street, Salisbury SP1 3UT

Telephone number: 01722 435764

Compliance with this Privacy Notice

The DPO oversees the compliance of this Privacy Notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO in the first instance. You can also seek advice or complain to the Information Commissioner's office (ICO) <https://ico.org.uk/>.

Changes to this Privacy Notice

The Company reserves the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.