



# Privacy Notice for Job Applicants

## Purpose

Your right to privacy is taken seriously by Scottish Book Trust. Scottish Book Trust is a registered Data Controller under the terms of the Data Protection Act 2018, and we comply with the regulations of that Act. In complying with the Act, we must advise you about the personal data we collect, why we collect it, and how it is used and stored.

## Your Personal Data

Your personal data is any information which identifies you or which can be identified as relating to you. As part of any recruitment process, Scottish Book Trust collects and processes personal data relating to job applicants. This privacy notice explains how Scottish Book Trust processes your personal data.

## Why Scottish Book Trust Collects and Processes Personal Data

Scottish Book Trust needs 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, Scottish Book Trust needs to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Scottish Book Trust 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 on whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Scottish Book Trust processes disability information to understand and comply with our duty to assess and, if needed, make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Scottish Book Trust processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief; this is done for the purposes of equal opportunities monitoring and to help us to assess and improve our recruitment processes. Data that Scottish Book Trust uses for these purposes is anonymised. Job applicants are entirely free to decide whether to provide such data and there are no consequences from failing to do so. If you choose not to share information about a disability then SBT will not be able to consider or make any reasonable adjustments.

For some roles, Scottish Book Trust is obliged to seek information about criminal convictions and offences.

Scottish Book Trust will not use your personal data for any purpose other than the recruitment exercise for which you have applied.

### **Information Collected by Scottish Book Trust**

Scottish Book Trust collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number(s)
- details of your qualifications, licences, memberships, skills, experience and employment history
- your personal statement
- disability information and reasonable adjustment requirements
- information about your entitlement to work in the UK and immigration status
- diversity and inclusion information
- contact details for your referees

If successful at interview pre-employment checks and onboarding information will be sought. We may ask for:

- National Insurance number
- date of birth
- health declaration
- evidence of current Disclosure certificate
- passport details
- driving licence details
- details of recipients for any death in service benefit
- relevant personal information from your referees including performance, suitability for the role, 12 months of sickness absence dates and disciplinary record

Scottish Book Trust collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Scottish Book Trust may also collect personal data about you from third parties, such as references supplied by former employers, and information related to criminal record and Disclosure Scotland checks. Scottish Book Trust 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 and request your consent to do so. Not providing your consent will affect SBT's ability to progress your application/employment.

Any diversity and inclusion information provided during your application will be used to populate your digital HR data record upon successful employment.

## **Sharing Data**

Your personal data will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, the recruiting manager, and members of the shortlisting and interview panels.

Scottish Book Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. It will then share your data in order to obtain pre-employment references from other employers and to undertake necessary criminal records checks, where appropriate, from Disclosure Scotland.

Scottish Book Trust will not transfer your data to countries outside the European Economic Area (EEA).

## **Storing Data**

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

## **Protecting Data**

Scottish Book Trust takes the protection of your data seriously. Scottish Book Trust has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties.

## **Data Retention**

If your application for employment is unsuccessful, Scottish Book Trust will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of the 6 month period, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (digital 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 Data Protection Rights**

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

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

If you wish to exercise any of these rights, please contact the Director of Finance and Operations, Sandeman House, Trunk's Close, 55 High Street, Edinburgh, EH1 1SR / [dataprotection@scottishbooktrust.com](mailto:dataprotection@scottishbooktrust.com)

If you believe that Scottish Book Trust 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 Scottish Book Trust during the recruitment process. However, if you do not provide the information, Scottish Book Trust may not be able to process your application properly or at all.