

Data Privacy Notice – Recruitment

Your privacy is important to Local Solutions. This statement aims at informing you of how Local Solutions will use the information you submit when applying for a job at Local Solutions.

The information we hold and process will be used for our recruitment, administrative purposes and for anonymised reporting purposes only. We will use it to enable us to manage our relationship with you effectively, lawfully and appropriately, during the recruitment process. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

What types of data do we process?

This privacy notice covers any job application data you submit to Local Solutions, such as:

- Name, address, e-mail address, telephone number, or other contact information
- Date of Birth, eligibility to work in the UK, details of any criminal convictions (if appropriate), transport details (if appropriate)
- Equality and Diversity Monitoring information (optional)
- Information contained in your CV, statement or cover letter, such as previous work experience, education, or other information you provide for our consideration
- Type of employment sought, location and other job preferences.

It is your responsibility to obtain consent from references before providing their personal information to us.

Who may access your data?

For online applications, your data is held securely on cognitoforms.com and accessed via a secure log in by select employees from the Human Resources department. Your data will be then inputted securely to Local Solutions' systems.

Only select employees of Local Solutions – such as your potential future manager(s), employees of the Human Resources Department, Training Department (for training purposes for care applications), and ICT (for maintenance purposes only).

Local Solutions will not supply any data to any third party other than those identified within this privacy notice without your express permission.

For what purpose will job application data be used?

The job application data you provide will be used to assess your application for employment at Local Solutions, to verify your information and conduct reference checks, and to communicate with you with you about your application.

If you accept employment with Local Solutions, the information collected will become part of your employment record and will be used for employment purposes.

How long will we keep your data?

Your personal data for recruitment purposes will be stored for a period of six months. Your data will be securely destroyed within three months after this period

You can access your job application data, correct it or delete it, at any time as explained below.

Your consent

By submitting your application, you are granting your consent to the processing of that information in accordance with this Privacy Notice.

Your rights

If you choose not to provide all of the mandatory data that is requested for your application, our ability to consider you as a candidate may be limited.

Under the General Data Protection Regulation (GDPR) and The Data Protection Act (2018) (DPA) you have a number of rights with regards to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances to the right to data portability.

If you have provided consent for the process of your data, you have the right to withdraw that consent at any time which will not affect the lawfulness of the processing, before your consent was withdrawn.

If you wish to access, rectify, erase, restrict, object or processing or withdraw consent at any time you can contact the HR department on 0151 705 2333.

You have the right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied with the requirements of the GDPR or DPA regarding your personal data.

Identity and contact details of controller and data protection officer

Local Solutions is the controller and processor of data for the purposes of the DPA and GDPR and has notified its activities to the Information Commissioner's Office.

If you have any concerns as to how your data is processed you can contact: Ursula Harrison, Data Protection Officer, at DPO@localsolutions.org.uk or you can write to this individual at Local Solutions, Mount Vernon Green, Hall Lane, Liverpool, L7 8TF.