



DIOCESE OF Hexham & Newcastle

## Candidate Privacy Notice

**Data Controller:** Diocese of Hexham and Newcastle Trustees/Board of Directors ('the Diocese') ('the Diocese')

**Data Protection Lead:** Jeff Ledger, Financial Secretary, contact: ☎ 0191 243 3300  
[financial.secretary@diocesehn.org.uk](mailto:financial.secretary@diocesehn.org.uk), or at the following address:

Diocese of Hexham and Newcastle  
St Cuthbert's House  
West Road  
Newcastle upon Tyne  
NE15 7PY

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

### What information does the Diocese collect?

The Diocese 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;
- whether or not you have a disability for which the Diocese needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Diocese may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Diocese may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The Diocese 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 the Diocese process personal data?**

The Diocese 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, the Diocese 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.

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

The Diocese may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Diocese processes such information to carry out its obligations and exercise specific rights in relation to employment.

In addition to this, the Diocese processes special category data for the purpose of recruiting Catholics to roles where it is permitted to give priority to applicants who are practising Catholics, where it is a proportionate means of achieving a legitimate aim (commonly known as 'genuine occupational requirement').

For some roles, the Diocese is obliged to seek information about criminal convictions and offences. Where the Diocese 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.

The Diocese will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the department or partnership/parish with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Diocese will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Diocese will then share your data with named referees to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks, if appropriate to the role.

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

### **How does the Diocese protect data?**

The Diocese 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.

### **For how long does the Diocese keep data?**

If your application for employment is unsuccessful, the Diocese will hold your data on file for twelve months after the end of the relevant recruitment process. 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 the Diocese to change incorrect or incomplete data;
- require the Diocese 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 Diocese is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Katherine Nugent, Head of Human Resources, ☎ 0191 243 3301 or email: [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk) or Jeff Ledger, Data Protection Lead.

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

### **Automated decision-making**

Employment decisions are not based on automated decision-making.