



DIOCESE OF **Hexham & Newcastle**

Privacy Notice for Candidates for Employment

1. Introduction

- 1.1 The Diocese of Hexham and Newcastle (the "Diocese") is a charity registered with the Charity Commission in England and Wales (no 1143450). The Diocese is also a registered company (no 7732977) and the registered address is St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.
- 1.2 For the purpose of the UK General Data Protection Regulation 2016/279 (GDPR) and the Data Protection Act 2018, the Diocese through its Trustees/Board is a Data Controller in respect of your Personal Data.

2. What personal data does the Diocese process?

- 2.1 As part of the application process, the Diocese processes the following categories of personal data:
 - Your name, address and contact details.
 - 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.
 - Information about your right to work in the United Kingdom.
 - Any information you provide during your interview(s).
 - Any information you provide during any tests or assessment centres completed as part of the recruitment process.

3. Why does the Diocese process your personal data?

- 3.1 The purpose for processing your personal data is to assess your suitability for a role you have applied for. This includes using personal data to:
 - Take steps at your request prior to entering into a contract of employment with you and possibly to enter into a contract with you.
 - Assess your skills, qualifications, and suitability for the role.
 - Carry out background and reference checks, where applicable.
 - Communicate with you about the recruitment process.
 - Keep records related to recruitment and selection processes.
 - Comply with legal or regulatory requirements such as establishing your right to work in the UK.
 - Respond to and defend against legal claims.
- 3.2 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 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.
- 3.3 In addition to this, the Diocese processes special category data in the form of religious beliefs 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').

- 3.4 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.
- 3.5 The Diocese will not use your data for any purpose other than the recruitment exercise for which you have applied.
- 3.6 Employment decisions are not based on automated decision-making.

4. How does the Diocese collect personal your personal data?

- 4.1 The Diocese collects personal data in a variety of ways, including:
 - From application forms, CVs, and resumes.
 - Through interviews and other forms of assessment.
 - From your passport or other identity documents.
- 4.2 The Diocese may collect data about you from third parties, including from references supplied by former employers/other referees, 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.
- 4.3 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.

5. What is the lawful basis for processing your personal data?

- 5.1 The lawful basis the Diocese relies on for processing your personal data is article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.
- 5.2 If you provide the Diocese with any information about reasonable adjustments you require under the Equality Act 2010, the lawful basis for processing this information is article 6(1)(c) to comply with legal obligations under the Act.
- 5.3 The lawful basis the Diocese relies on to process any special category data you provide as part of your application e.g., health, religious or ethnicity information, is article 9(2)(b) of the UK GDPR, which relates to Diocesan obligations in employment. The Diocese also processes this under Schedule 1 part 1(1)(a) of the DPA 2018 which relates to processing for employment purposes.
- 5.4 The Diocese processes information about applicant criminal convictions and offences. The lawful basis it relies on to process this data is Article 6(1)(c) where there is a legal obligation or Article 6(1)(f) which is processing in the legitimate interests of the Diocese. In addition, we rely on the processing condition at Schedule 1 part 1 paragraph 1(1)(a) which relates to processing required by law in connection with employment.

6. Who is your personal data shared with?

- 6.1 Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team, interviewers involved in the recruitment process, managers in the department or partnership/parish with a vacancy and other employees

if access to the data is necessary for the performance of their roles.

- 6.2 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.
- 6.3 The Diocese will not transfer your data outside of the United Kingdom/European Economic Area.

7. How does the Diocese store and protect your personal data?

- 7.1 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).
- 7.2 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 Diocesan personnel in the proper performance of their duties.

8. How long does the Diocese keep your personal data?

- 8.1 If your application for employment is unsuccessful, the Diocese will hold your data on file for 12 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.
- 8.2 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 an additional privacy notice.

9. Your rights

- 9.1 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.
 - object to the processing of your data where the Diocese is relying on its legitimate interests as the legal ground for processing.
- 9.2 If you would like to exercise any of these rights, please contact the Head of Human Resources on 0191 243 3301 or email at human.resources@diocesehn.org.uk
- 9.3 You can also contact the Data Protection Lead on 0191 243 3300 ext 102 or at data.protection@diocesehn.org.uk
- 9.4 If you believe that the Diocese has not complied with your data protection rights, you can complain to the Information Commissioner (ICO). Further information can be found at www.ico.org.uk

10. Definitions

"**Data Controller**" means a person, organisation or body that determines the purposes for which, and the manner in which, any Personal Data is processed. A Data Controller is responsible for complying

with the data protection laws including the UK GDPR and establishing practices and policies in line with them.

"Data Processor" means any person, organisation or body that processes Personal Data on behalf of and on the instruction of the Diocese. Data Processors have a duty to protect the information they process by following data protection laws.

"Data Subject" means a living individual about whom the Diocese processes Personal Data and who can be identified from the Personal Data. A Data Subject need not be a UK national or resident. All Data Subjects have legal rights in relation to their Personal Data and the information that the Diocese holds about them.

"Personal Data" means any information relating to a living individual who can be identified from that information or in conjunction with other information which is in, or is likely to come into, the Diocese's possession. Personal Data can be factual (such as a name, address or date of birth) or it can be an opinion (e.g. a performance appraisal). It can even include a simple email address. A mere mention of someone's name in a document does not necessarily constitute Personal Data, but personal details such as someone's contact details or salary (if it enabled an individual to be identified) would fall within the definition.

"Processing" means any activity that involves use of Personal Data. It includes obtaining, recording or holding the information or carrying out any operation or set of operations on it, including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring or disclosing Personal Data to third parties.

"Special Categories of Personal Data" (previously called sensitive personal data) means information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexuality. It also includes genetic and biometric data. Special Categories of Personal Data can only be processed under strict conditions and such processing will usually, although not always, require the explicit consent of the Data Subject.

Approval and Authorisation

Name	Job Title	Date
Author: Catherine Joyce	Data Protection Lead and Support Manager	October 2024
Approved:	Staffing and Remuneration Committee	September 2024

Change History

Version	Date	Change	Initials
2.0	October 2024	Updated headings for consistency of style.	CJ
2.0	October 2024	Section 1 – Removed contact details (included later in document).	CJ
2.0	October 2024	Section 2 - Updates to include additional categories of personal data.	CJ
2.0	October 2024	Section 3 - Updates to include further information about the purposes of processing personal data.	CJ
2.0	October 2024	Section 4 - Update to include additional methods of collection of personal data.	CJ
2.0	October 2024	Section 5 - Updated wording regarding lawful bases.	CJ
2.0	October 2024	Section 7 - Updated at 7.2 to replace 'employees' with 'personnel'.	CJ

Review

This notice is due for review in October 2027.