



## Data notice for job applicants

**Data controller:** NEON (New Economy Organisers Network), Oxford House, Derbyshire Street, London E2 6HG

The New Economy Organisers Network is a private limited company by guarantee, registered in England and Wales. Company number: 9712562. Registered office: Thor House, Guildford Road, Bagshot, Surrey, GU19 5NG, UK.

**Data protection contact:** Rachel Diamond-Hunter, Exec-Director - Organisational Development, rachel@neweconomyorganisers.org, 020 7749 1111.

**As part of any recruitment process, NEON collects and processes personal data relating to applicants for jobs, contractor roles and voluntary roles. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.**

### What information do we collect?

When you apply for a role with us, we collect 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
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- information about your personal characteristics for the purposes of monitoring the diversity of applicants and our staff.

### How do we collect this information?

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

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks when applicable to the role. The organisation 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.

### **How do we store this information?**

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

### **Why do we process personal data?**

We need to process data in order to enter into an employment contract or contract of services with you or appointing you to a voluntary role.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is required to check an applicant's eligibility to work in the UK before a job offer is made.

NEON 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 organisation to manage the recruitment process, and assess and confirm candidates' suitability for employment, and decide to whom jobs will be offered.

We may also need to process data from job applicants to respond to and defend against legal claims.

We will process special categories of data, such as information about ethnic origin, sexual orientation, religion and disability, to monitor recruitment statistics. We will also collect information about whether applicants need any accessibility-related adjustments in order to participate in the interview.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied and any resulting role with NEON.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Operations (HR) team and staff involved in the recruitment process, if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you. It may also share your data with employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable to the role.

We will not transfer your data outside the European Economic Area unless we are satisfied that adequate protections are in place, for example the EU-US Privacy Shield framework.

### **How do we protect data?**

NEON takes the security of your data seriously. We have controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees, board members and contractors in the proper performance of their duties. Restricted access to folders, password protection and two-step verification protects data kept in digital format; paper records are secured in locked filing cabinets in locked offices.

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

If your application for employment is unsuccessful, we will hold your data on file for a year after the end of the relevant recruitment process. At the end of that period, or if you withdraw your consent for the organisation to hold your data during this time, your data will be deleted or destroyed.

If your application for employment or another role with NEON is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

### **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 organisation to change incorrect or incomplete data

- require the organisation 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 organisation is relying on its
- legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the data protection contact, whose details are at the beginning of this document.

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

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.