



Privacy Notice for Job Applicants

Independent Living Solutions (“ILS”) are committed to protecting the personal data that you supply to us or that we collect, process and store relating to job applicants.

The information set out below is intended to give you the information that you require to ensure we are being transparent about the nature of this data processing and to set out the basis for which we will process your personal information.

You have certain rights under the General Data Protection Regulation and the Data Protection Act 2018 with regards to how your data is collected, processed and stored. The information contained within this notice gives you the ability to be informed and how to let us know that you no longer wish us to process your data and other rights such as your right to be forgotten. More information on your rights can be found on the Information Commissioners website www.ico.org.uk.

The categories of personal information that we process include:

- Personal information (such as name, date of birth, address and photograph)
- Details of your qualifications, skills, education and employment history
- Details regarding your current remuneration, including benefit entitlements
- Disability details for which we would need to make reasonable adjustments for
- Information on your gender, marital status, race and religion for equality monitoring purposes
- Information regarding your entitlement to work in the United Kingdom.
- Driving license and
- Criminal convictions

Why we collect and use this information

We use this personal data to:

- a) to adhere to legal obligations
- b) making recruitment decisions in relation to both initial and subsequent employment of either ILS staff or ILS Clients’ Care Staff
- c) Making decisions about salary and other benefits
- d) to assess the suitability of the job post
- e) respond and defend legal claims
- f) to consider you for future suitable job opportunities with your consent

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Legitimate interest during the recruitment process



- Record keeping of the recruitment process

In addition, concerning any special category data:

- necessary to carry out its obligations and the exercise of specific rights in relation to employment.

Collecting this information

We collect personal information via

- Application forms
- Online forms
- Employment agencies
- CVs
- Former employers

Storing personal data

We only keep your data for as long as we need it, which, in relation to unsuccessful candidates is 12 months.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for twelve months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees/clients care staff. We have a separate privacy notice for employees/clients care staff, which will be provided to you.

We secure data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact compliance@indliv.co.uk.

Who we share this information with

Data is shared ILS Hiring Managers and with third parties for the purposes of making recruitment decisions such as: Client Family members, Client employees and Solicitors for Care Staff recruitment.

We do not share your data outside of the European Economic Area.

Where we store this information

Independent Living Solutions use Eploy for processing and storing your personal information.



Eploy store data in an accredited global hosting environment which have SAS70 and ISO27001 certification.

ILS may also store your personal data on its internal computer systems which are located within our secure office environment and deploy good industry standard security practices.

Your personal data may also be stored in paper files and electronic devices which are controlled by our privacy policies and procedures and your records.

Your Rights

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

Requesting access to your personal data

Under data protection legislation our applicants have the right to request access to information about them that we hold. To make a request for your personal information contact compliance@indliv.co.uk or call 01722 742442.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact compliance@indliv.co.uk or call 01722 742442.