

Applying for one of our vacancies?

Data Processing Of Your Personal Information

When you apply for a vacancy at Hafan Cymru your personal information will be processed in strictest confidence by our Recruitment Team.

What is personal information?

Personal information is information that can identify you such as your name, date of birth, address as well as things like health details and your email address.

Sensitive personal data means personal data consisting of information about: racial or ethnic origin; political opinions; religious or similar beliefs; membership of a trade union; physical or mental health or condition; sexual life; criminal offences committed, or any proceedings for any offence committed or alleged to have been committed.

All sensitive personal data is removed from your application form and is recorded anonymously for tracking purposes.

How and why do we collect and use personal information?

We collect this information to help us to:

- shortlist and invite applicants to interview
- ensure we are treating all applicants fairly and without discrimination
- ensure we make reasonable adjustments where necessary

We will never share your information with other organisations or people within Hafan Cymru who do not have a good reason to see it.

Our legal grounds for processing your information

Hafan Cymru holds the legal right to collect and use personal data relating to your application for a vacancy on the basis of Legitimate Interests. This means that the processing of personal data is necessary for our legitimate interests, except where the processing is unfair to you. Specifically, Hafan Cymru has legitimate interest in:

- promoting the purpose and activities of Hafan Cymru;
- running our business efficiently and planning for the future;
- ensuring that all of our relevant legal responsibilities are complied with.

How long do we keep it for?

We will keep the majority of your personal information for no longer than 6 months if you are unsuccessful in your application.

Your rights

From 25 May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. **Your rights are:**

- if information is incorrect you can ask us to correct it;

- you can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use your personal data, where it came from and what types of people or organisations we may have sent it to;
- you can ask us to delete the information that we hold about you **in certain circumstances**, e.g. where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of your information may be restricted in some cases, e.g. if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
- where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Hafan Cymru has signed the ICO Personal Information Promise and we promise that we will:

- 1. value the personal information entrusted to us and make sure we respect that trust;**
- 2. go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;**
- 3. consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;**
- 4. be open with individuals about how we use their information and who we give it to;**
- 5. make it easy for individuals to access and correct their personal information;**
- 6. keep personal information to the minimum necessary and delete it when we no longer need it;**
- 7. have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;**
- 8. provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;**
- 9. put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises; and**
- 10. regularly check that we are living up to our promises and report on how we are doing.**

If you have any concerns about the way Hafan Cymru is collecting or using your personal data, you can raise them with the Information Commissioner's Office (ICO).

The ICO can be contacted on 0303 123 1113 or by visiting the website ico.org.uk.