

# General Data Protection Regulation

## Job Applicants Privacy Statement



### Your Personal Data:

#### What we need

Weaver Vale Housing Trust Limited is a Charitable Community Benefit Society and is the 'Controller' of the personal data you provide to us. We collect basic personal data and special category data about you for legitimate reasons to provide you with services relating to your application of employment to Weaver Vale Housing Trust Limited.

This includes, name, address, date of birth, phone number, email address, education and qualifications, work experience and employment history, National Insurance Number, tax code, details of any known disability and emergency contact details

In some instances we may legitimately ask for special category. We will ask you for written consent (signature on job application form) to collect and process this data.

#### Why we need it

We have a legitimate lawful basis for processing your information. We need to know your basic personal data in order to:

- Process your job application
- To make decisions regarding your job applications including carrying out employment checks
- To communicate with you about your application
- For statistical analysis
- For fraud prevention
- To meet our legal obligations

We will not collect any personal data from you that we do not need in order to provide the above.

#### What we do with it

We may share your information with, and obtain information from, other organisations where relevant and appropriate to your relationship with us and to verify your application.

We will also share information with other organisations carrying out services on the behalf of the Trust, for the identification of fraud and where required to do so by law.

We will not sell your information to any organisations.

#### How long we keep it

If your application is unsuccessful this data will be kept on file for 6 months and then confidentially destroyed.

If your application is successful your data will be kept for as long as you are an employee of Weaver Vale Housing Trust Limited and then in accordance with our Information Asset Register. When we are no longer required to keep your data it will be securely destroyed or deleted.

#### International Transfers of Personal Data

We do not envisage transferring any of your personal data outside of the European Economic Area.

#### What are your rights?

You have the right to obtain **access** to your personal data under a written 'Subject Access Request'. In most cases a copy of the information is provided free of charge. Weaver Vale Housing Trust Limited has up to one month to provide the information requested. This can be extended to two months if the requests are complex or numerous. Please contact our Data Protection Officer.

You have the right to have your data **rectified** if you feel that any of the data we hold is inaccurate. You also have the right to have your data **erased** if you can demonstrate that the data we hold is no longer needed by us. These rights extend to anyone we have disclosed your personal information to.

Under certain circumstances you have the right to request that we **restrict / refrain** from processing your personal data.

Under certain circumstances you have the right to **object** to our processing your personal data.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Data Protection Officer, Weaver Vale Housing Trust Limited, Gadbrook Point, Rudheath Way, Gadbrook Park, Rudheath, Northwich, Cheshire, CW9 7LL  
0300 303 9848. [enquiries@wvht.co.uk](mailto:enquiries@wvht.co.uk)

Further details can be found at [www.wvht.co.uk](http://www.wvht.co.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO) on 0303 123 1113 [www.ico.org.uk](http://www.ico.org.uk)

#### Changes to this Privacy Notice

We may change this privacy notice from time to time, but if we change it in a way which significantly alters the terms upon which you have agreed, we will post notice of the change on our website and you will be deemed to have accepted such changes.