

Job Applicant Privacy Notice (GDPR)

As part of any recruitment process, Coventry Sports Foundation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how we collect and use that data and meeting data protection obligations.

What information do we collect?

Coventry Sports Foundation collects a range of information about you. This includes:

- Your name, contact details that may include your email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- Information about your entitlement to work in the UK

Coventry Sports Foundation may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a conditional job offer has been made and will inform you that we are doing so.

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

Why does Coventry Sports Foundation process personal data?

We may need to process your data to enter into a contract with you.

Coventry Sports Foundation 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Coventry Sports Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled if you are successful at interview stage so that we can make reasonable adjustments for candidates who have a disability.

Who has access to data?

Your information may be shared internally for the purpose of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary.

We will not share your data with third parties, unless your application for employment is successful and we make you a conditional offer of employment. We will then share your data

with former employees to obtain references for you and employment background check providers to obtain necessary checks.

How does Coventry Sports Foundation protect data?

We take the security of your data seriously. We have 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 our employees where it is necessary.

How long does Coventry Sports Foundation keep data?

If your application for employment is unsuccessful we will hold your data for 6 months after the end of the relevant recruitment process. At the end of this period your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to HR and retained during your employment. The period for which your data will be held will be provided to you in an Employee Privacy Notice.

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 (where the data is no longer necessary for the purpose of processing)

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Coventry Sports Foundation during the recruitment process. However, if you do not provide the information, we may not be able to process your application.