RAISE Privacy notice

This privacy notice explains how RAISE (Charity no. 1112830, Company no. 3854479), of Raise, 286 Scotland Road, Liverpool, L5 5AE, collects, uses and shares personal data, and your rights in relation to the personal data we hold. For these purposes RAISE is the Controller of your personal data under the General Data Protection Regulation and other UK data protection laws.

RAISE may change this Privacy Notice from time to time. This Privacy Notice is effective from May 2018.

The new Data Protection (GDPR) regulations give more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means we have to give you even more information than we do now about the way in which we use, share and store your personal information.

How we use your information

This privacy notice tells you what to expect when RAISE collects personal and sensitive information. It applies to information we collect when undertaking recruitment. Job applicants, current and former RAISE employees

RAISE is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at admin@benefitsadviceteam.co.uk

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including the recruitment panel, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

Shortlisting

The recruitment panel will shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will ask you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of unspent convictions.

- We will contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

HR

If you accept a final offer from us, some of your personnel records will be held in electronic format and well as paper.

Payroll

If you are employed by RAISE, relevant details about you will be provided to the Finance Officer who processes our Payroll. Our Payroll details are stored using Quick Books Online.

Pension

Likewise, your details will be provided to our pensions provider who are the administrators of RASIE Pension Scheme.

Health Benefits

If you want to joint the health scheme your details will be provided to our provider, who are the administrators of the health scheme

How we make decisions about recruitment?

Final recruitment decisions are made by he interview panel. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing admin@benefitsadviceteam.co.uk

Your rights

Under the Data Protection Act 1998 (GDPR 25 May 2018), you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/

Complaints or queries

RAISE tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

October 2018

This privacy notice does not provide exhaustive detail of all aspects of RAISE collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us at the details below.

Access to personal information

RAISE tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to RAISE for any personal information we may hold you need to put the request in writing addressing it to our Chief Officer, or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Chief Officer

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 28 June 2018.

How to contact us

If you want to request information about our privacy policy you can or write to:

Emma Cook
Chief Officer
RAISE
286 Scotland Road
Liverpool
L5 5AE
ecook@raiseadvice.org.uk

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