



# TREESISTERS RECRUITMENT POLICY - GDPR - PRIVACY NOTICE

- Our purpose for processing your application information is to assess your suitability for a role you have applied for.
- The lawful basis we rely on for processing your data is Article 6(1)(b) of the UK GDPR, which relates to the 'contract' or processing necessary to perform a contract or to take steps at your request before entering a contract.
- By providing us with information about any reasonable adjustments you require under the Equality Act 2010, the lawful basis we rely on for processing this information is Article 6(1)(c), the 'legal obligation' to comply with our legal obligations under the Act.

## HOW WE WILL USE YOUR INFORMATION:

- We will only use your information for the purpose it has been provided, progressing your application to offer you an employment opportunity with us if successful or to fulfill any legal obligations if required.
- We will not share your information with anyone outside the organisation, and your details will only be seen by those involved in the recruitment process.
- We will only contact you regarding your application or if we ask for feedback on our recruitment process.
- The information provided will be assessed to determine your suitability for the role.
- We will not ask for more information than we require to process your application.
- We will keep your information confidential and store it within our secure network, taking reasonable precautions to ensure it is secure.
- We will use various methods to advertise vacancies. Still, we ask you to submit the application form directly to our People Department and not provide any details through alternative platforms.

## SUCCESSFUL APPLICANTS

- If you successfully gain employment with us, we will need further information, which may include a right-to-work check and documentation to confirm your identity. We will also contact your referees as agreed with you.



- Upon beginning employment with us, we will provide you with a contract of employment detailing our data protection clause and policy, which you will need to comply with as part of your employment. We will also require your bank details for us to process your agreed monthly salary and emergency contact details to ensure we know whom to contact in case of an emergency.

### UNSUCCESSFUL APPLICANTS/SPECULATIVE APPLICANTS

- In some instances, we would like to keep your details in our applicant database if any future vacancies match your skill set. We would like to hold your application or CV for 12 months from the date we receive your CV/application. Your data would be stored safely with the People department and removed after the 12-month timeframe. Our legal basis for keeping your application/CV is for legitimate interest. You can object to this and ask us to remove your data. We still encourage you to apply for any roles you are interested in to ensure that we know your current interest.

### RETENTION PERIODS :

- We will only keep your details for as long as necessary. We will keep all application forms for 12 months after application to ensure the process has been completed and provide feedback if necessary. After that date, we will confidentially dispose of your details. If you would like us to keep your details on file for a further period in order to be contacted if future opportunities arise, please contact [beth@treesisters.org](mailto:beth@treesisters.org) (Head of People).
- If you begin employment with us, we will keep your recruitment details for six years (from the end of the related tax year) after you have left employment with us in line with current employment retention advice.

If you have any questions regarding the recruitment process, please get in touch with the Head of People - Beth Baker, at [beth@treesisters.org](mailto:beth@treesisters.org)