

Reach Learning Disability

Recruitment Privacy Notice



1 Who we are

Reach Learning Disability is the controller of your personal information. Our registered office is Reach Learning Disability, Prebend Passage, Southwell, Nottinghamshire NG25 0JH. We are a registered charity and our registered charity number is 1076318. We are also registered in England under company number 3724275. We are registered as a data controller with the UK Information Commissioner's Office. Our data protection registration number is ZA043669. We provide details of how to contact us in the 'how to contact us' section of this privacy statement.

2 Definitions

In this privacy statement:

- "we/us/our/Reach" means Reach Learning Disability
- "third party" means someone who is not you or us or a part of Reach Learning Disability.

3 The Basics

3.1 Personal information we collect about you

3.1.1 We will process your personal information based on:

- Reach's legitimate business interest, when you apply for a role at Reach you provide us with your personal information and agree that we can use this information to assess your application, progress your application through the recruitment process, make a decision about your suitability for the role and contact you throughout the recruitment process;
- Consent you provide, where Reach does not rely on another legal basis or in addition to reliance on our legitimate business interests, we may ask you to provide information voluntarily, including for example your age group and gender. You can withdraw your consent at any time by emailing gdpr@reachuk.org;
- Compliance with the law, where certain information is necessary to satisfy a legal or regulatory requirement.

3.1.2 How we collect personal information about you

We collect personal information about you when you apply for a specific role at Reach. Some of the information we collect about you is required to make an assessment on your application to Reach and contact you as you progress through the recruitment process, for example your telephone number, email address, CV. If you do not provide this information then we will be unable to make an assessment of your application or contact you to invite you to interview, or make you an offer. We may collect information about you from the public internet where you have made this information publicly available, for example, we may find your profile on LinkedIn.

3.1.3 The types of information we may collect about you are, for example:

- 1) Personal details, such as name, personal email address, current address, mobile telephone number;

- 2) Recruitment information, such as application form (website and paper), CV, resumes, interview notes of successful candidates, interview notes of unsuccessful candidates, video interviews, references from previous employers, psychometric test results, nationality and immigration status, passport and other identification and immigration details (where applicable), criminal records information including the results of security and Disclosure and Barring Service (DBS) checks (where applicable);
- 3) Internal candidate information, such as references given by Reach, interview notes, internal transfer or promotion, succession planning documents;
- 4) Identification information, such as proof of identity;
- 5) Authentication information, user name and password for the recruitment portal;
- 6) Cookies, such as performance and functionality cookies.

We may also collect and process sensitive personal information about you where necessary –or when this information is provided on a voluntary basis. For example:

- a) we may collect records of criminal convictions through a DBS check or other necessary security background checks or immigration and right to work information in order to perform security background and immigration checks where it is required by local law;
- b) we may collect information such as your age, gender or nationality to evaluate who applies for roles at Reach in order to meet our targets for diversity and inclusion – but only where you provide this information voluntarily and provide consent for us to process this information.

3.2 How we use information about you

We may process the personal information that we collect about you for the following purposes:

- Recruiting people into jobs, the information you provide to us will be shared with the Reach company you are applying to in order to assess and progress your job application and to make any verifications required by local law. If you apply for more than one vacancy, your information will be shared with each Reach company where you have applied;
- Creating an employee record, if your job application is successful, the information you give during the application process will form part of your employee record and will be used to administer your employment and manage your career at Reach;
- Analytics, we may use some of the personal information you provide for various reporting purposes including, for example, to report on our diversity targets or the type of candidates and volumes of applications made to Reach and related trends – you will not be personally identified from these reports;
- Cookies, we use cookies to understand how you use our website and how we can improve the customer experience.

3.3 Who we share information about you with

We may share personal information about you with:

- Other companies owned by Reach, which will process your personal information solely and only, for the purposes in section 3.2;
- Law enforcement agencies, government bodies, regulatory organisations, courts or other public authorities if we have to, or are authorised to by law;

- A third party or body where such disclosure is required to satisfy any applicable law, or other legal or regulatory requirement.

3.4 How long we keep information about you

We will keep your information for as long as it is necessary for the recruitment process and in accordance with our Data Retention Policy; a copy is available upon request. If you are successful, we will keep your information for the duration of your employment, should you wish to apply for other roles within Reach.

We will anonymise your information in accordance with our retention policy and may retain those anonymised records to monitor the effectiveness of our recruitment process. For example, we may create reports to understand what nationalities have applied for roles with Reach in the last 12 months – you will not be identifiable in these reports.

4 Your rights

- a) Right to correct or update information: you have the right to have information we keep about you corrected if it is not accurate. If the information we keep about you needs updating, or you think it may be inaccurate, you can contact gdpr@reachuk.org at any time to update this;
- b) Right to access: Want a copy of the personal information we hold on you? You can apply for a copy of your personal information by contacting gdpr@reachuk.org;
- c) Right to object: you have the right to object to us processing your personal information for the purposes identified in section **3.2 How we use information about you**. If you wish to object to processing, you can withdraw your application. You can make an objection request by contacting gdpr@reachuk.org;
- d) Right to deletion: in certain circumstances you have the right to request that we erase the personal information we hold about you. You can request for your information to be deleted by contacting gdpr@reachuk.org;
- e) Right to restrict use of your information: if you feel the personal information we hold about you is inaccurate or believe we shouldn't be processing your personal information, you may have the right to ask us to restrict processing that information. You can request to restrict processing by contacting gdpr@reachuk.org;
- f) Right to data portability: in certain circumstances you will have the right to take the personal information you have provided to us with you. You can request a copy of your personal information by contacting gdpr@reachuk.org.
- g) If we don't take action based on any of the above requests, we will inform you of the reasons why.

5 Changes to this Privacy Notice

This privacy statement is subject to a regular review.

6 How to contact us

If you have any further questions about this privacy statement or how we process your information, please contact the local Privacy Officer at gdpr@reachuk.org. Contact details for The Information Commissioner's Office can be found [here](#).