

## **Privacy Notice – Job Applicants – Autism Initiatives Group of Companies (Northern Ireland).**

**As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.**

### **Who is the Controller of my data and how do I contact them?**

You are applying for a post with Autism Initiatives NI. Autism Initiatives NI is responsible for the personal information you supply and which is generated as a result of your job application. Autism Initiatives NI has its registered office at Office 1&2 Linden House, Beechill Business Park, 96 Beechill Road, Newtownbreda, BT8 7QN. Autism Initiatives NI is a company within the Autism Initiatives Group (AIG) and as the recruiter will control your personal information. In some cases gathering and storing data crosses the group. For the purposes of this notice we will use the term AI to cover all the companies within the group regardless of which one you are applying to work for.

The data regulator for the region within which Autism Initiatives NI operates is the UK Information Commissioner and the Northern Ireland branch contact details are at the end of this notice. In the case of all the companies in the Autism Initiatives Group the elected supervisory authority is the UK Information Commissioner whose details can also be found at the end of this notice.

### **Who is the Data Protection Lead in the organisation and how do I contact them?**

The Data Protection Lead in the organisation is the Group Legal Adviser, Anne MacRandal, based at Autism Initiatives NI, Linden House, Beechill Road, Belfast, BT7 8QN. She may be contacted on 02890 699130 or at [anne.macrandal@ai-ni.co.uk](mailto:anne.macrandal@ai-ni.co.uk). The role of the Data Protection Lead is to independently oversee the organisation's data activities. If you have queries or complaints about how your personal data is being handled, and your line manager has not been able to resolve this for you, you can contact the Data Protection Lead for assistance.

### **On what legal grounds will you be processing my personal information?**

Your personal information is primarily gathered and processed to enable your application to our organisation to be processed. We do this with your consent

and you may withdraw that consent at any time. We also process in pursuance of our legitimate interests as your potential employer. We will only gather such information as is necessary for processing your application and such information includes:

- Your name, address and contact details, including your email address and telephone number.
- Details of your relevant qualifications and training.
- Details of your employment history.
- Whether you have a disability for which we need to make a reasonable adjustment during the recruitment process.
- Information about your entitlement to work in the UK.
- Details of any required registrations.
- Details of your suitability to drive (if this is required as part of the role).
- Details of criminal records.
- Reference request details.

Monitoring information for equal opportunities reasons will be sought and this will include your gender, age band, whether or not you have a disability, the impact of your disability so that reasonable adjustments can be considered, your ethnic origin (and in Northern Ireland, your religion and marital status). All of this information on the monitoring return will be kept separate from the application form and accessed only for monitoring purposes.

### **What if I do not want to provide my personal data?**

If you do not provide the information requested the organisation may not be able to process your application properly or at all.

### **How is information about me collected?**

The organisation may collect information about you in a variety of ways. For example, via your application form or CV, from your passport, driving licence or other identity documentation, qualification certificates or via the interview process or from other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, professional registers and information from criminal record checks. The organisation will seek information from third parties once a job offer has been made.

## **Where is my personal information stored?**

Your personal data will be stored on systems within the control of AI and these may be electronic or paper-based, or a combination of both.

## **Who has access to my personal information?**

Your personal information should be seen only by whoever has a legitimate need to see it. Where sensitive information is concerned, access will be strictly controlled to only those who need access.

The organisation takes the security of your data seriously. It has 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 in the proper performance of their duties.

In some cases it is necessary to pass your data to external processors. This may be to fulfil legitimate business obligations (AI's legitimate interests as an employer and service provider), or to meet statutory requirements and may include such external providers as: banks, solicitors, insurers, insurance brokers, loss assessors, loss adjusters, claims investigators, pension providers, benefit providers, IT systems providers, DBS, Access NI, NISCC, Trusts, RQIA, the Police, Foreign Office, Occupational Health Departments, GP's and similar where this is necessary.

## **How does the organisation safeguard my personal information when a third party is processing it?**

Any outside processor who carries out personal data processing functions for AI shall be subject to the written instructions of AI and strict processing rules. Any transfer of data outside of the European Economic Area must be done in accordance with strict security measures which comply with the GDPR or where this doesn't exist, comply with the data protection regulations in that region. You have a right of recourse against such outside processors.

## **How long do you keep my personal information for?**

If your application for employment is unsuccessful, the organisation will hold your application form and monitoring form for a period of four years in accordance with Regulation 17 of the Fair Employment (Monitoring) Regulations NI, 1999. However, your interview notes and any other personal data collected during the recruitment process, will be destroyed after twelve months in

accordance with the Fair Employment Code of Practice and the Equality Commission's Unified Code in NI.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and then retained thereafter in line with retention times set in law, those which accord with good practice and/or those which are appropriate for the specific and legitimate business of AI.

### **What rights do I have as the owner of the personal information?**

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, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Anne MacRandal at [anne.macrandal@ai-ni.co.uk](mailto:anne.macrandal@ai-ni.co.uk).

If you believe that the organisation has not complied with your data protection rights, we would ask that you let us know to see if we can put things right for you.

### **If I want to make a Subject Access Request (SAR) what do I do?**

A request to access your data - known as a Subject Access Request (SAR) should be made in writing to the Data Protection Lead, specifying what data you would like to see. We will deal with most access requests within one month of receipt.

### **Do you make automated decisions about me from my personal information?**

AI does not make automated recruitment decisions but if this became applicable we will always ensure that a real person also checks the details of that decision before we act upon it.

## **Do you undertake profiling from personal information you hold about me?**

Statistical profiling may be carried out by AI wherein you are not identifiable. If AI carries out profiling internally where you are identifiable the profiling results will not be shared outside of Autism Initiatives group and its lawful processors. If required by law or regulation we may be required to provide profiling information to third parties which identifies you.

## **What if I want to make a complaint about the way that you are handling my personal information?**

You have the right to lodge a complaint with the Data Protection Lead if you have any issues about how your information is being or has been handled. The Data Protection Lead acts independently when acting in the Data Protection Lead role. Contact details are: Anne MacRandal, Autism Initiatives NI, Linden House, Beechill Road, Belfast, BT7 8QN, and:

[anne.macrandal@ai-ni.co.uk](mailto:anne.macrandal@ai-ni.co.uk). 02890 699130.

If the Data Protection Lead cannot resolve this for you to your satisfaction, or, if you wish to take the matter further, you can refer to the supervisory authority.

## **How do I contact the supervisory authority – the Information Commissioner?**

In the case of all the companies in the Autism Initiatives Group the supervisory authority is the UK Information Commissioner (ICO). Please note that this is the elected regulator for the whole of the organisation. Staff may seek advice or make a complaint by contacting the ICO:

UK Information Commissioner (ICO).

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline      0303 1231113, or, 01625 545745.

Textline      01625 545860

Website      [www.ico.org.uk](http://www.ico.org.uk)

**In Northern Ireland**, you may seek advice or make a complaint by contacting:

The Information Commissioner's Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. Telephone: 028 9027 8757 / 0303 123 1114. Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)