

RECRUITMENT PACK GUIDANCE NOTES

MACS is committed to equality of opportunity and to selection on merit. The decision on who we interview will be based on the evidence you provide of your ability to satisfy the person specification. Short-listing will take place shortly after the closing date (unless specified otherwise on Job Advertisement) and successful applicants will be notified by email within 2 weeks of the closing date.

Before completing your application please read the job description, person specification and any accompanying information as these will provide you with the relevant information to complete your application.

PERSONAL DETAILS

Unsuccessful applications and monitoring forms are kept for 12 months and then destroyed as confidential waste in line with MACS Retention and Destruction Policy.

EDUCATION AND QUALIFICATIONS, PROFESSIONAL MEMBERSHIP AND TRAINING

Tell us about your educational qualifications and any training courses you have attended that are relevant to the post. You may not wish to list all your qualifications or may wish to summarise your qualifications if appropriate.

EMPLOYMENT DETAILS AND HISTORY

Tell us about current and most relevant previous experience whether from employment, voluntary work or studying. Even if you are not currently in paid employment then please let us know what you are doing as it may still be relevant i.e. voluntary work, studying or working in the home.

SUITABILITY FOR THE POST

It is critical that you demonstrate how your experience, knowledge and skills meet the role for which you are applying, as this will be used to determine if you are shortlisted for the next stage of the recruitment process.

EQUAL OPPORTUNITIES MONITORING FORM

The information you provide on this section of your application form will be used for monitoring purposes only to assess the effectiveness of our equal opportunities policy and to highlight any need for positive action.

Data collated for monitoring purposes will be stored on a secure computer database in accordance with the Data Protection Act 1998. We will not use the information for any other purposes or reveal this to other organisations except under statutory obligations.

SUCCESSFUL APPLICANTS

Successful applicants are required to provide 2 employment references and a Criminal Convictions Disclosure. One of your references must be your current employer or most recent employer if you are not currently working. Do not use relatives, partners or friends as referees. MACS reserves the right to request additional referees, if deemed appropriate.

It should be noted that convictions for certain offences do not necessarily debar an applicant from obtaining employment. Please note that any offer of employment is subject to a satisfactory Access NI check.

For a copy of our Access NI Policy Statement and Recruitment of Ex-Offenders Policy please refer to our website <https://www.macsn.org/careers/recruitment-ex-offenders/>

RECRUITMENT PRIVACY NOTICE

Data Controller: MACS Supporting Children and Young People

As part of any recruitment process, MACS 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.

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current pay;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

MACS will collect this information in a variety of ways, through application forms / CVs, obtained from your passport or other identity documents and collected through interviews. We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will only seek information from third parties only once a job offer to you 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, in HR management systems and on other IT systems.

Why do MACS process personal data?

- We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.
- MACS need to process data to ensure that we are complying with legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. MACS may also need to process data from job applicants to respond to and defend against legal claims.
- We process special categories of data such as religion or belief, gender and marriage status to monitor recruitment statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability and process such information to carry out its obligations and exercise specific rights in relation to employment.

- For some roles, MACS are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out our obligations and exercise specific rights in relation to employment.
- MACS will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

MACS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you and Access NI to obtain necessary criminal records checks.

MACS will not transfer your data outside the European Economic Area.

For how long do MACS keep data and how do we protect it?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

MACS 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.

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, 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 **MACS HR Team** on hr@macsni.org, MACS Supporting Children and Young People, 303 Ormeau Road Belfast BT7 3GG.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.