

Privacy Policy

Privacy Policy

As part of any recruitment process, Walsall Housing Group Limited ("whg") collects and processes personal data relating to job applicants.

This Privacy notice describes how we collect and use personal information about you during the recruitment process and gathered through this website in accordance with the Data Protection Act 2018(DPA) and UK General Data Protection Regulations(UK GDPR).

It is extremely important that you read this notice, together with any other privacy notice we may provide for different circumstances, for example, if your application is successful, you will receive another privacy notice on commencing your contract with whg.

As defined by the DPA and UK GDPR whg whose registered address is, 100 Hatherton Street, WS1 1AB is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer.

The recruitment software we use via this website is supplied by Tribepad Limited (trading as Tribepad) and they are defined as a Data Processor under the GDPR. They will only process your data in accordance with our instructions. Tribepad can be contacted at: The Innovation Centre, 217 Portobello, Sheffield, South Yorkshire, D1 4DP. The Data Protection Officer be contacted on team@tribepad.com

What information does whg collect?

We collect a range of information about you, including:

- Your name, address and contact details including email address, telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, which may include benefit entitlements
- Information relating to whether or not you have a disability for which we may need to make reasonable adjustments during the recruitment process
- Information about your entitlement to work within the UK
- Special category data, for example ethnic origin, sexual orientation, religion/belief

How is the information collected?

We may collect information through a variety of methods, for example data may be collected through application forms, CVs, passport or driving licence or any other identity documents.

We may also collect personal and sensitive data about you from third parties, such as references supplied by former employers, and health assessments. We will seek information from third parties only once a job offer has been made and accepted.

Data will be stored in a range of different places, including on your HR file, in our HR management system and on other IT systems such as emails.

Why does whg process personal data?

We process this data as part of our recruitment process prior to entering into a contract with successful candidates. We will also need to process this data when entering into a contract with you. In some cases, we need to process your data to ensure that we are complying with our legal obligations.

We have a legitimate interest in processing the personal data during the recruitment process and for keeping a record. Processing the data from applicants allows us to manage the recruitment

process, assess and confirm an applicant's suitability for employment and make a decision upon whom to offer a role. We may also need to process data from job applicants to respond to and defend against legal claims.

We may need to process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment and diversity statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to undertake DBS checks and/or Pre-employment Health Checks. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to this data?

The information gathered through the recruitment process may be shared internally for the purposes of the recruitment exercise. This will include sharing your information with the HR Team, interviewers involved in the recruitment process, and managers in whg with a vacancy.

We will not share your data with third parties, unless you are successful and are made an offer of employment. We will then share your data with former employers to obtain references for you. We will not transfer your data outside of the UK/EEA.

How does whg protect your data?

We take security of your data very seriously. We have internal controls and policies in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is securely stored to ensure that it is not accessed by anyone except in the performance of their duties.

How long does whg keep the data?

If your application for employment is unsuccessful, we will hold your data for a period of 6 months after the end of the recruitment process. At the end of that period or if you withdraw your consent (whichever comes first), your data will be deleted or destroyed.

If your application for employment is successful, personal and sensitive data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your Employment.

How can I access the information you hold about me? 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 us to change incorrect or incomplete data
- require us 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 we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our HR Team at hr.recruitment@whgrp.co.uk or by post to whg HR Team, 100 Hatherton Street, Walsall WS1 1AB. If you believe that whg has not complied with your data protection rights, you can complain to the Information Commissioner.

Within your candidate account, you can also download data relating to any applications you have submitted via the site.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.

Information Security

We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants from loss, misuse, alteration or destruction.

Changes to our Privacy Policy

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the DPA and UK GDPR. By ticking the box, you are agreeing to the terms in this privacy policy.