



Privacy Notice for Applicants

June 2018

ABOUT US

Coleraine Sure Start Partnership is a Data Controller of the personal information you provide to us as an individual employed at the Project. This means that the Partnership will determine the purposes for which and the manner in which any personal information relating to the Partnership's employees is to be processed.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this Privacy Notice. This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the GDPR.

It applies to all employees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this Privacy Notice or how we handle personal information, please contact the Programme Manager who will deal with your query. The Programme Manager can be contacted at:

Coleraine Sure Start Partnership, 32a Society Street, Coleraine, BT52 1LA,
or by email info@colerainesurestart.org.uk and on 028 7032 1032.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

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

HOW IS YOUR PERSONAL INFORMATION COLLECTED? We collect personal information through the application and recruitment process, however, additional information from third parties including former employers or background check agencies Access Ni checks will only be actioned for the successful applicant.

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT APPLICANTS? We will collect information provided by you for the purposes of your job application, in order to make a decision about your recruitment or appointment. You have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Programme Manager by putting your request in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW LONG IS YOUR DATA STORED FOR? Personal information relating to the workforce at Coleraine Sure Start Partnership, is stored in line with the Guidance from Document Retention / Disposal Guidelines for Surestart Projects, This is based on Department of Health: Good Management, Good Records 2011.

In accordance with the General Data Protection Regulations, the organisation does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

DATA SECURITY - We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WHAT ARE YOUR RIGHTS? Under GDPR, employees of Coleraine Sure Start Partnership have the right to request access to information about them that we hold. To make a request for your personal information, contact the Programme Manager by putting your request in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights).
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.