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## **Privacy Notice for Recruitment of Staff and Volunteers**

(This document refers to staff, but also applied to volunteers who are applying to or hold a role at Ripon YMCA)

### **1. What is the purpose of this document?**

YMCA Ripon collects and processes personal information about you during and after your relationship with us in order to manage that relationship. We are committed to being transparent about how we collect and use your data to meet our obligations under the General Data Protection Regulation (GDPR). This notice tells you about these uses and should be read in conjunction with the YMCA Ripon Data Protection Policy.

### **2. What personal information do we collect and how is it used?**

We are required to hold your personal data for various legal and practical purposes, without which we would be unable to employ you. Holding your personal data enables us to meet various administrative and legal obligations (e.g. for tax purposes).

The information we hold about you is primarily information you provided when applying for your job, supplemented by information generated in the course of your employment. It is likely to include:

- your name;
- your contact details;
- unique personal identifiers and biographical information (e.g. date of birth)
- photographs of you;
- personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management);
- information related to the prevention and detection of crime and the safety of staff including, but not limited to, CCTV recording;
- financial information gathered for the purposes of administering payroll and pensions, including bank account details;
- copies of passports, visas, and other documents required to ensure compliance with Home Office requirements;
- details of your education and qualifications;
- your application form, details of your career, references;
- your contract of employment;
- Your next of kin details for contacting in an emergency;
- performance reviews;
- disciplinary, grievance and capability procedures;
- accidents at work; and
- training provided.

### **3. Sharing your data with others**

Within YMCA Ripon, personal data, including sensitive personal data, may be shared between members of staff, including Trustees, who legitimately need the information to carry out their normal duties to support your employment with us.

We endeavour to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

Relevant data, including your bank details, will be shared with our payroll providers. Relevant data may be shared with your next of kin but only with your consent or in an emergency. Relevant data may be shared with Home Office, UK Visas and Immigration (UKVI) in order to fulfil statutory requirements. With your permission we may share information about you for publicity and marketing purposes online, in print and on social media. Otherwise, YCMA Ripon does not share data with any third party, except as allowed for in other privacy notices or required by law.

### **4. How long data is kept**

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy. Data will be securely destroyed when no longer required. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters).

### **5. Your rights**

You have the following rights:

- **To be informed**

This Privacy Notice provides the information you are entitled to receive.

- **To access the information we hold on you**

Please contact us if you would like confirmation that your data is being processed and access to your personal data. There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).

- **Rectification**

Please inform us of any data which you would like rectified and we will usually respond within a month of the request. We will pass on the changes to any third parties who need to change their records and let you know this has been done.

- **Erasure**

You may exercise your right to have your personal data erased in a number of circumstances (eg if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent).

- **To object**

If we can, we will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling). We reserve the right to judge what information we must continue to hold to be able to fulfil our contract with you.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>.

## **6. Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

### **Further information**

YMCA Ripon is the controller of your personal data and our Data Protection Officer Lucy Gratton, CEO, 5 Water Skellgate, Ripon, HG4 3EH. [lucy@riponymca.org](mailto:lucy@riponymca.org)

Our Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data. Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes or to erase your data. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.