

# Equippers Church - Recruitment Privacy Notice

Your privacy is a big deal to us. We are committed to the responsible collection, use and retention of personal information we hold in accordance with good practice and required legislation.

We have provided this Recruitment Privacy Notice to help you understand how we collect, use, store and protect your information when you apply for a position at Equippers Church, in accordance with the Data Protection Act 2018 . We want to help you make informed decisions, so please take a few moments to read the sections below and learn how we may use your personal information.

All personal data is collected, stored and processed in accordance with our Privacy Policy ([www.equippers.co.uk/privacy](http://www.equippers.co.uk/privacy)). This Recruitment Privacy Notice should be read in conjunction with our Privacy Policy.

## The types of information we may collect

There are four stages to the recruitment process. The types of personal information we may collect at each stage include:

### 1. The application stage:

- Your name
- Your address
- Your contact details
- Your date of birth
- Your interests
- Details of any visas etc. you hold or require to legally work in the UK
- Details of work history and qualifications
- Details of two referees
- Details of special arrangements required for you to attend an interview

This information is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### 2. The interview stage:

We might ask you to attend an interview. During this, information will be generated by you and by us. For example, we might take interview notes. This information is held by Equippers Church.

### 3. Pre-employment stage:

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. For these reasons we may collect:

- Proof of your identity
- Proof of eligibility to work in the UK
- Disclosure Barring Service (DBS) check (the check undertaken will depend on the role applied for)
- Criminal Record Self Declaration Form (the form used will depend on the role applied for)
- Two references from the referees you gave during stage 1
- Copies of qualifications

#### 4. The Final Offer stage:

If we make a final offer of employment we will ask you for additional details to ensure we can pay you and we can carry out our duty of care towards you as an Equippers employee.

- Details required to enroll you on our PAYE and pension schemes
- Details of any student loan
- Your bank details for salary payments
- Your National Insurance number
- Your passport number
- Emergency contact details

#### Why we collect personal information

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements where necessary. Equippers Church is legally required to register your details with HMRC when you join our PAYE scheme. We are also legally required to auto-enrol you onto the Equippers Church pension scheme if you meet the enrolment criteria. In addition, we will perform a DBS check to check your suitability for your role. The level of check undertaken will depend on the nature of the role.

#### How we collect personal information

We collect this information from you and your referees during the application process. If we require additional information, HR will contact you directly to request this.

#### How we use personal information

We only use personal information for the purpose(s) for which it was collected, or as otherwise required by law.

Some examples of the way we may use your personal information:

- To contact your referees to request a reference.

And if you are appointed to a role in Equippers:

- To add you to the Equippers Church PAYE scheme.
- To add you to the Equippers Church pension scheme. Your payroll information will be shared with Johnson and Fleming who manage the Equippers Church pension scheme on our behalf.
- Any reasonable purpose relating to the administration of your employment.
- Any purpose which we are legally required to abide by.

Where required, we will keep information regarding your employment for six years after the year to which it relates e.g. payroll records. Other information which we are not legally required to keep e.g. your bank account details for your salary, will be destroyed six months after you leave your employment with us.

Details relating to unsuccessful applications will be held for six months after the appointment of the successful applicant.

## Accessing and correcting personal information

It is vital that personal information is complete, up to date and accurate. You should contact HR to notify us of any changes to your contact details or circumstances.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected. You may also have the right of erasure, portability, to object or withdraw consent, depending on the lawful basis applied.

You can contact us at any time to obtain details of the personal information we may hold about you. Please e-mail [office@equippers.co.uk](mailto:office@equippers.co.uk) or write to: Data Protection Officer, Equippers Church, The Hub, Chertsey Road, Chertsey, KT15 2EP. We will send you a Subject Access Request form – you will be asked to complete this and provide proof of your identity. We will respond to all Subject Access Request forms within 30 days of receipt of a completed request.

## 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. Where you exercise your right to erasure, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future, and to maintain your record for archive purposes. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters).

## What is our legal basis for processing your personal data?

Our lawful basis for processing your general personal data as defined in the Data Protection Act 2018:

<input type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	Employment Contracts with Equippers Church - CV, DBS checks, Criminal Record Self Declaration, Reference Requests and Annual Reviews.
<input type="checkbox"/> Processing necessary for compliance with a legal obligation	Payroll and Pension administration - registration with HMRC, registration with our pension scheme (which is managed by a Third Party pension management company).

### Our lawful basis for processing your special categories of data:

<input type="checkbox"/> Processing necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement	Some roles have an Occupational Requirement that requires candidates to be committed Christians to safeguard the Christian underpinning of the organisation.
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