

PRIVACY NOTICE

RECRUITMENT

The Kincarrathie Trust (hereafter referred to as “the Trust”) respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

The Trust may use personal information provided by you during the recruitment process either with your consent or on the basis of our Legal obligation (to comply with the law) and/or Legitimate interests (the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.)

Except as provided under the above terms, the Trust will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which the Trust holds about you. If you become aware that the personal information the Trust holds about you is inaccurate, you may request that it is amended. Any requests in this respect or any other correspondence relating to the personal data we hold about you should be made to David Trodden, Finance & Administration Manager, The Kincarrathie Trust, Kincarrathie House, Pitcullen Crescent, Perth PH2 7HX. The same person should be contacted for information on GDPR and your obligations, or if you have any concerns.

The information collected from you / about you is:	Legal basis for processing this information.
To ensure we can verify your identity and confirm you have the legal right to live and work in the UK.	Legal Obligation: to ensure that we only employ candidates who have the legal right to work in the UK.
To ensure we can verify information provided by you during the recruitment process including, but not limited to, your employment history and qualifications.	Legitimate Interest: to verify declared information, qualifications and registrations.
To gather information regarding any disability you suffer from in order that we can make reasonable adjustments during the recruitment process (where applicable).	Legitimate Interest: Special category data is processed in accordance with provision h) of Article 9 for the assessment of the working capacity of the employee.

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The information we will gather during the recruitment process is as provided by you in the completion of the Application Form you are asked to complete at the outset, together with reference and Disclosure Scotland checks. The information (or the relevant parts of the information) will be shared by the Senior Management of the Trust, Referees provided and Disclosure Scotland and will be retained for six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled) but see below.

The Trust will not use the information supplied by you during the recruitment process for any other purpose other than recruitment for the role which you have applied.

In the event that the recruitment process results in you being employed by the Trust we will retain all of the information provided as part of your personnel file. A separate privacy notice will be issued to you on commencement of employment which will detail the information we hold on you, who it is shared with, the legal basis for processing your information and our data retention periods which are greater than those specified above.

The Supervisory authority in the UK is the ICO. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO. See ico.org.uk/make-a-complaint/

11th May 2018