

# Privacy Information Notice for Job Applicants

This 'privacy notice' explains what personal information New Gorbals Housing Association collects and holds about you in your application. This is to manage the recruitment process, to assess your suitability for employment and, for successful applicants, to enter into a contract of employment.

The information you give us will not be shared with any other organisation, except where they are party to the recruitment process, for example, to obtain references, or to check your right to work in the UK.

New Gorbals Housing Association is a Scottish Charity (Scottish Charity Number SCO41164), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2309r(s), and a Registered Office at 200 Crown Street, Glasgow G5 9AY. The Association takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5177185 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Amanda Irwin. Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer.

'Personal information' refers to any piece of information that can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, such as your name or address.

If you are successful in your application, the information you provide will form the basis of your employee record and you will also be provided with the Association's Staff Privacy Notice.

We collect and use your personal information for a number of purposes. This includes contacting you about an interview or to provide any assistance required in support of your application for employment.

The table describes the information we hold and what we need it for. It also explains the basis we can legally rely on to request and retain information about you. In the main, the legal basis will be described as 'to meet our legitimate interests in processing your application for employment' or 'to enter into a contract of employment with you if your application is successful'.

We may get information from you or from organisations such as: HM Revenue and Customs, UK Visas and Immigration or Disclosure Scotland.

**We will keep your personal data for no longer than is necessary.** More detail on how long we keep different types of information can be found in the Association's document retention schedule. You can request a copy of this from our office.

We will only share your data with third parties if we are required to do so by law, if you ask us to do so, or if we are contractually obliged to do so. These third parties are listed on page 7. We do not use profiling or automated decision-making processes. This means that people are involved in every decision made about you.

Information NGHA holds	What we need it for	Why we process it i.e. the legal basis
<p>Your title, name, address, personal email address, telephone number(s).</p>	<p>To send you information about us.</p> <p>To enable us to enter into and administer your application for employment.</p>	<p>To meet our legitimate interests in processing your application for employment.</p>
<p>References received from a third party.</p> <p>The Association assumes that you have checked with individuals that you may share their contact details.</p>	<p>To support the Association in making appointment or promotion decisions about you.</p>	<p>To enter into a contract of employment with you if your application is successful.</p>
<p>Your signature.</p>	<p>To declare that the information given in support of your application is true and complete.</p>	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>

Information NGHAs hold	What we need it for	Why we process it i.e. the legal basis
<p>Details of your qualifications, training and skills.</p>	<p>To keep supporting evidence for your application for employment.</p>	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>
<p>Details of your employment history, including name and address of current and previous employers, current and previous position(s) held, current salary, reason for leaving, main duties, start and end dates.</p>	<p>To keep a record of your employment history.</p>	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>
<p>Documentation confirming your right to work in the UK.</p>	<p>To check you are legally entitled to work in the UK.</p>	<p>To enter into a contract of employment with you if your application is successful.</p>

Information NGHA holds	What we need it for	Why we process it i.e. the legal basis
<p>A copy of your Driving Licence or any other driving qualification required Applies only where driving at/for work and/or a specific license/qualification is necessary for your role.</p>	<p>To ensure you hold the licence(s) necessary to drive.</p> <p>To ensure your health and safety and the safety of others.</p>	<p>To enter into a contract of employment with you if your application is successful.</p>
<p>Information on your gender*, disability status*, ethnic origin*, religion*, sexual orientation* and age.</p>	<p>For equal opportunities monitoring.</p>	<p>To comply with legal obligations (Specific condition: To enable the Association to carry out its obligations to monitor equal opportunities).</p>

Data marked\* is classed as a “special category” of personal information. Data marked # might disclose a “special category”. The Association must have both a legal basis and a specific condition to process “special category” personal information.

New Gorbals Housing Association may share your data with the following third parties:

- HM Revenue and Customs
- UK Visas and Immigration
- Grant providers and other prospective and actual funders
- Health and Safety Executive
- Police and other law enforcement agencies
- Insurance providers
- Professional or statutory regulatory bodies
- Training providers
- Any joint employers or employers you are seconded/transferred to
- Auditors
- Organisations with whom we participate in benchmarking surveys (published information will always be aggregated and anonymised)
- External organisations or individuals providing references
- External referees where you have applied for promotion and the promotion process requires external references
- Third party suppliers of systems or products
- Individuals who exercise their legal right to access recorded information held by the Association under information legislation, particularly the Freedom of Information (Scotland) Act 2002 and data protection law (General Data Protection Regulation(GDPR) and Data Protection Act 2018). The Association will normally only disclose work-related or professional information about its members of staff and will inform or consult any members of staff concerned where disclosure would not reasonably be expected.

# Contact

**New Gorbals Housing Association**

**200 Crown Street**

**Gorbals**

**Glasgow**

**G5 9AY**

**Call 0141 429 3900**

**Email [admin@newgorbalsha.org.uk](mailto:admin@newgorbalsha.org.uk)**

**Visit [www.newgorbalsha.org.uk](http://www.newgorbalsha.org.uk)**

New Gorbals Housing Association is a charity registered in Scotland - SCO41164.  
Register of Friendly Societies No.2309 RS Scottish Housing Regulator No. HAL 211

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