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Privacy Notice for Applicants

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| Plan Owner: | Director(Finance, Personnel & Corporate Affairs) |

**Purpose of this document**

The Northern Ireland Human Rights Commission is committed to protecting the privacy and security of your personal information.

This agreement describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR).

The Northern Ireland Human Rights Commission is a “data controller”. This means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

**Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for the valid purposes we have clearly explained to you and not used in any way that is incompatible with those purposes.

3. Relevant to the purposes we have told you about and limited only to those purposes.

4. Accurate and kept up to date.

5. Kept only as long as necessary for the purposes we have told you about.

6. Kept securely.

The information you provide on your application and that obtained from other relevant sources (e.g. referee reports), will be used to process your application for employment with us. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment process. The Director (Finance, Personnel and Corporate Affairs) will have access to all of this information.

**The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data, which require a higher level of protection.

We will collect, store and use the following categories of personal information about you-

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
* Date of birth.
* Gender.
* Marital status and dependants.
* Recruitment information (including copies of right to work documentation, references and other information such as a cover letter or as part of the application process).
* Employment records (including job titles, work history, working hours, training records and professional memberships).

We may also collect, store and use the following “special categories” of more sensitive personal information:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
* Trade union membership.
* Information about your health, including any medical condition, health and sickness records.
* Information about criminal convictions and offences.

**How we will use information about you**

We need all the categories of information in the list above primarily to enable us to comply with legal obligations. The following is the purpose for which we are processing or will process your personal information and the categories of data involved.

* Making a decision about your recruitment or appointment.
* Determining the terms on which you work for us.
* Checking you are legally entitled to work in the UK.
* Assessing qualifications for a particular job or task, including decisions about promotions.
* Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you are successful in your application and take up employment with the Northern Ireland Human Rights Commission, the information you have provided will be used in the administration of your employment. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. We will not pass on your information to third parties for marketing purposes or store any of your information outside of the European Economic Area. Information not provided in English may be passed to a third party translation service.

The Northern Ireland Human Rights Commission reserves the right to conduct criminal records checks on particular posts or carry out additional candidate checks, such as Access NI, where it can be justified and defended.

**Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note, we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**How we use particularly sensitive personal information**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards, which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.

2. Where we need to carry out our legal obligations or exercise rights in connection with employment.

3. Where it is needed in the public interest, such as for equal opportunities monitoring.

**Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information we would like and the reason we need it, so you can carefully consider whether you wish to consent. You should be aware it is not a condition of your contract with us that you agree to any request for consent from us.

**Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working with us. We have in place an appropriate policy and safeguards, which we are required by law to maintain when processing such data.

We may have to share your data with third parties, including third-party providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

**Data Sharing**

**Why we might share your personal information with third parties**

We will share your personal information with third parties where required by law or where it is necessary to administer the working relationship withyou.

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**Data Security**

We have put in place appropriate security measures to prevent your 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 business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the DPO.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**How long we will use your data for**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy, which is available from the DPO. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can a achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymise your personal information so it can no longer be associated with you, in which case we may use such information without further notice to you.

**Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the DPO. Once we have received notification 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.

**Data Protection Officer (DPO)**

We have appointed a DPO to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. 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.

**If you have any questions about this privacy notice, please contact the Data Protection Officer as follows:**

Northern Ireland Human Rights Commission

Fourth Floor

Alfred House

19 – 21 Alfred Street

Belfast

BT2 8ED

**Telephone: +44 (0)2890 243987**

**Email:** [**info@nihrc.org**](mailto:info@nihrc.org)

**Website:** [**www.nihrc.org**](http://www.nihrc.org)

We will use the contact details you have provided to us to contact you in relation to the progress of your application.

By signing (or by entering your name in electronic/typewritten format) below we will be assuming that you agree to the processing of sensitive personal data (as described above).

For further information in relation to the Northern Ireland Human Rights Commission’s Privacy Notice, go to <http://www.nihrc.org/privacy>.

**Privacy Notice for Applicant’s Declaration**

I have read and understood the information provided in the application pack.

I undertake to inform the Northern Ireland Human Rights Commission of any change in my circumstances, which may occur between the date of my application and any possible date of appointment. The responses detailed in my application are true and accurate to the best of my knowledge and belief. I understand if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.

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| I confirm the information provided in this application is correct.  I give my consent for a criminal conviction check to be carried out.  In the event of an appointment being offered I give my consent for the Northern Ireland Human Rights Commission to contact my nominated referees.  Signed: Date:  Name in capital letters: |