



Carlisle Eden Mind Privacy Policy – Job Applicants

Our contact details:

Name: Carlisle Eden Mind

Address: 27 Spencer Street, Carlisle CA1 1BE

Phone Number: 01228 543354

E-mail: office@cemind.org

Website: www.cemind.org

Date Notice updated 01.04.23

The type of personal information we collect

We currently collect and process the following information in relation to Job Applicants:

- Information provided by Job Applicants in context of application for employment with us including personal contact information, date of birth, details of education qualifications, and employment record. It may also include information relating to criminal convictions.

How we get your personal information and why we collect it

Most of the personal information we process in relation to Job Applicants is provided to us directly by Applicants for:

- The purpose of applying for employment with us

We also receive personal information, from the following source in the following situation:

- If we make a job offer we will seek information from referees named by Applicant in connection with confirming details that have supplied on the application form

We use all the information given to us in order to assess an application for employment and determine who we will interview for a particular post.

We do not share this information with any other organisation or individual, without consent from the Job Applicant i.e. the person who has provided us with information.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting Carlisle Eden Mind (contact details shown above) and withdrawing your application from consideration.

How we store your personal information

Your information is securely stored.

For successful applicants who are offered and accept employment with us we retain the application form on a secure electronic personnel file in accordance with our storage of information policy relating to employees.

For unsuccessful applicants we retain all application forms in hard copy format for six months from date of appointment to relevant post. We will then dispose of your information via secure and confidential waste destruction services.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please use the contact information provided above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Name: Carlisle Eden Mind

Address: 27 Spencer Street, Carlisle CA1 1BE

Phone Number: 01228 543354

E-mail: office@cemind.org

Website: www.cemind.org

Please ensure that you mark any correspondence for the attention of Michael Boaden, Data Protection Officer for Carlisle Eden Mind.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>