



Candidate (Job Applicant, Worker or Contractor) Privacy Notice

1. Who we are

UCFB College of Football Business Limited (company number 07440042) of National Squash Centre, Rowsley Street, Manchester M11 3FF is the data controller and is responsible for your personal data (collectively referred to as “UCFB”, “we”, “us” or “our” in this privacy notice).

We have appointed a designated **Data Privacy Team** who are responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the **Data Privacy Team** using the following details:

Email address: dataprivacyteam@UCFB.com

Postal address: Data Privacy Team, National Squash Centre, Rowsley Street, Manchester M11 3FF

2. Why we are collecting data

As part of any recruitment or selection process for employees, workers and independent contractors UCFB collects and processes personal data relating to candidates for employment, work and/ or potential contracts for services. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. You can do this by contacting hr@ucfb.com

3. What information do we collect?

We collect a range of information about you. This includes:

Identity Data includes first name, last name, username or similar identifier, marital status and any dependants, title, date of birth, gender, passport number, and photographic identification;

Contact Data includes email addresses, telephone numbers, postal address, next of kin and emergency contact information;

Recruitment data includes details of your qualifications, skills, experience and employment history, right to work documentation, references and other information included in a CV or cover letter or as part of the application process;

We may collect this information in a variety of ways. For example, data might be contained in CVs or resumes and application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from referees only once a job offer to you has been made and will inform you that we are doing so.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not candidates are disabled to make reasonable adjustments for candidates who have a disability.

We process such information to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

4. How we will use information about you

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from candidates allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from candidates to respond to and defend against legal claims.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
1) Communicate with you about the recruitment / selection process; 2) Making a decision about your recruitment or appointment; 3) Determining the terms on which you work for us or provide services to us; 4) Carry out background and reference checks, where applicable; 5) Checking you are legally entitled to work in the UK 6) Keep records related to our hiring or contractor processes	(a) Identity (b) Contact (c) Recruitment	a) legitimate interest to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job and defend against legal claims. b) Performance of a contract with you; c) to comply with a legal or regulatory obligation e.g. right to work in the UK;

5. Who has access to your data?

Your information may be shared internally for the purposes of the recruitment or selection exercise. This includes members of the HR team, managers in the business area with a vacancy or contractor

requirement, line managers and interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

6. How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

7. For how long do we keep your data?

If your application for employment is unsuccessful, the organisation will hold your data on file for **6 (six) months** after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a **further 6 (six) months** for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. You be provided with a new privacy notice setting out your rights.

8. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

9. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

10. Right to make a complaint

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 (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance at dataprivacyteam@UCFB.com

11. Changes to this policy

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice by email when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated on 24st May 2018.

If you have any questions about this privacy notice, please contact Data Privacy Team.