



Oily Cart Job Applicant Privacy Notice

Oily Cart is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the application process, in accordance with the General Data Protection Regulation 2016/679 (GDPR). You can read [our Privacy Statement here](#).

Oily Cart is a “controller” of the personal information that we collect about you. This means that 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.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

DATA PROTECTION PRINCIPLES

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

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

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 (called ‘anonymised’ 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 (where applicable):

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender or gender reassignment status.
- Details of your qualifications, skills, experience and employment history and other information included in a CV or cover letter or as part of the application process.
- A photograph of you.

Smallwood School Annexe • Smallwood Road • London • SW17 OTW

Tel : 020 8672 6329 • Fax : 020 8672 0792

email : oilies@oilycart.org.uk • website : www.oilycart.org.uk

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- Information about your entitlement to work in the UK.

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

- Information about your race or ethnicity, religious beliefs and sexual orientation.
- Information about any medical condition/s

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you through the application process, directly from candidates. For example, data might be contained in application forms, CVs or résumés, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect additional information from third parties, such as references from former employers or entities that have engaged your services. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

HOW WE WILL USE INFORMATION ABOUT YOU

We need to process data to take steps at your request prior to process your job application, and to make a decision about your recruitment or appointment. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment.

Oily Cart has a legitimate interest in processing personal data during the application and recruitment/appointment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment/appointment 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 job applicants to respond to and defend against legal claims.

What if you do not provide personal data?

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

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 may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations
- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupation or any other pension scheme, and in line with our Data Protection Policy
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed 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.

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Our obligations

We will use your particularly sensitive personal information in the following ways:

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- In the event your application is successful, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

DATA SHARING

We will not share your data with third parties, unless your application is successful and we make you an offer. We will then share your data with former employers to obtain references for you, and with the Disclosure and Barring Service to obtain the necessary background check to allow you to work with children and vulnerable people.

DATA SECURITY

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We take the security of your data seriously. We have internal policies and controls in place to prevent your personal information from being accidentally used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, 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. If you would like a copy of our Data Protection Policy, which includes details of these measures, please contact oilies@oilycart.org.uk.

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.

DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If your application for employment is unsuccessful, Oily Cart will hold your data on file for 6 months after the end of the relevant application 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 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 is successful, personal data gathered during the recruitment/appointment process will be transferred to your Personnel file (digital) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.



RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing, by emailing oilies@oilycart.org.uk.

No fee usually required

Oily Cart will process all legitimate subject access requests free of charge unless requests made are deemed to be manifestly unfounded or excessive. In such cases, a reasonable and proportionate administrative fee will be applied to the request or, in exceptional cases, a request may be refused.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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 oilies@oilycart.org.uk. Once we have received notification that 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 LEAD

If you have any questions about this privacy notice or how we handle your personal information, please contact the data protection lead, Flossie Waite, on oilies@oilycart.org.uk. You have the right to make a complaint at any time to the Information Commissioner's Officer (ICO), the UK supervisory authority for data protection issues by contacting the [Information Commissioner](#).

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice 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. Where required, we will request additional consent for new processing activities, prior to undertaking such processing.

If you have any questions about this privacy notice, please contact your line manager.

- Last updated August 2018