



Privacy notice for staff job applicants

This notice sets out how we collect, store, and use your personal data, as an applicant for a role on our staff team (including Internships and Recruitment Ambassador roles). Our policies are compliant with the General Data Protection Regulations (GDPR) and this notice includes some information about your rights under that legislation.

If you have any questions about our privacy notice, you can get in touch:

- By writing to us at: Think Ahead, 344-354 Gray's Inn Road, London, WC1X 8BP.
- Calling us on +44(0)20 3146 7181.
- Emailing us on hello@thinkahead.org.

Who we are

Think Ahead is a “trading name” of The Think Ahead Organisation, which is a registered charity and a company limited by guarantee.

Charity number: 1166577

Company number: 10015893

Registered office: Sayer Vincent LLP, Invicta House, 108-114 Golden Lane
London, EC1Y 0TL

We are a charity funded by the Department of Health and Social Care providing a two year fast track route into mental health services. We offer remarkable graduates and career-changers a training programme in mental health social work with an emphasis on high quality practice. Through the programme and our wider work, we attract talented people into mental health services and spread social approaches to mental health across society.

Think Ahead is a ‘data controller’ for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation (2016). This means we are responsible for, and control the processing of, your personal information.

Personal information we collect and process about you



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.
- Right to work documentation such as passports, visas or national identity cards.
- Date of birth.
- Gender.
- Copy of driving licence.
- References for candidates that are offered employment with us.
- Information included in an Application form, CV or cover letter.
- Previous employment records (including job titles, work history and professional memberships).

If you fail to provide certain information when requested, we may not be able to continue with the application process (such as not being able to confirm your right to work, or obtaining references).

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

- Information about unspent criminal convictions and offences.

For statistical monitoring purposes we anonymously collect:

- Information about your race or ethnicity and gender.

How is your personal information collected?

We collect personal information about all applicants from the application and recruitment process, either directly from candidates or sometimes from an employment agency. If we offer you employment we may also collect additional information from third parties including former employers.

How we use your information

We may use your personal information to enable us to:

- Make a decision about your recruitment or appointment.



- Determine the terms on which you work for us.
- Check you are legally entitled to work in the United Kingdom.
- Assess your qualifications for a particular job.
- Comply with health and safety obligations.
- Equal opportunities monitoring.
- Create talent pools in case you are suitable for another position with us.

Legal basis for holding and using your information

We will only use your personal information when the law allows us to.

In applying for employment with us we process your personal information under the contract basis, as you have made that request to enter into a contract with us.

We may also process your personal information where we need to comply with a legal obligation such as providing information to HMRC or responding to requests from other public and government bodies.

Sharing your information

Your data is only shared with trusted third parties and suppliers to administer the application process, honour our contractual obligations or where required to do so by law.

Whenever we share information, we always require strict compliance with data protection legislation and we ensure appropriate controls are in place to protect it.

The following activities are carried out by third-party service providers: IT, payroll and pre-employment checks.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.



If you are unsuccessful in your application, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Your rights

Under the General Data Protection Regulations you have a number of rights free of charge:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

Should you wish to exercise any of these rights please contact us using any of the methods above. We will need to verify your personal identity before we respond to your request.

Making a complaint

In the event that you have a complaint about how your information is being collected, held, or processed by Think Ahead, please email us on hello@thinkahead.org with details of your complaint and the outcome you seek.

You also have the right to make a complaint to the data protection supervisory authority:

The Information Commissioner's Office
Wycliffe House



Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
<https://ico.org.uk/global/contact-us/>