



## Privacy notice for staff job applicants

**Last updated August 2021**

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 UK Data Protection Law which includes, The Data Protection Act 2018, The General Data Protection Regulation (UK GDPR) and the Privacy and Electronic Communications Regulation (PECR) 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.
- Emailing us on [dataprotection@thinkahead.org](mailto:dataprotection@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

In accordance with UK Data Protection Law, we are required to register as a Data Controller with the Regulator of information rights, the Information Commissioner's Office (ICO). Our registration number is ZA205149. This statement complies with the UK GDPR Articles 13 and 14.

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 UK Data Protection Law. 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 may also collect, store and use 'special categories' of data which are of a more sensitive nature, these may include criminal records:

- 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:

- 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.

When you apply for employment with us we process your personal information because of a contractual or a legal obligation.

When we process your personal information due to our legal obligation it will be because we need to provide information to HMRC or responding to requests from other public and government bodies.

We may process your data in the Legitimate Interests of Think Ahead where this is deemed appropriate and where we have conducted a balancing test to ensure such processing upholds your rights. We may on rare occasions also ask you for your consent.

## **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 with your application, we will retain your personal data for 6 months after which it will be permanently deleted from our records. If you work with us, when you leave your position, we will retain your personal data for 6 years from the end of the financial year in which you worked for us.

## **The Principles of UK Data Protection Law.**

In addition to our obligations to retain your data, there are six other principles we carefully adhere to when processing your data. These include;

- We will only process your data for specific purposes
- We will ensure that we only gather the data necessary to achieve those purposes
- We will wherever possible, maintain the data to ensure it is accurate and where necessary rectify any inaccuracies
- We will apply adequate security measures to keep the data safe and not allow unauthorised access. We apply data Protection by Design and by Default when developing new services.
- We will be accountable for our processing activities. This may include keeping records of such activity, ensuring our staff are training in data protection and reporting incidents to the regulator.

## **Your rights**

Under UK Data Protection Law you have a number of rights we are obliged to uphold:

- Right of access – you have the right to access information that we hold that may identify 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 unless we have a legal obligation to retain it
- 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 [dataprotection@thinkahead.org](mailto:dataprotection@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/>