



Job Applicant Privacy Notice

As part of any recruitment process, Hostelling Scotland collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This means that means that your data will 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.

You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

What information does Hostelling Scotland collect?

Hostelling Scotland collects a range of information about you in connection with your application for work with us. This includes:

- The information you provide in your application and/or CV and covering letter and any information you provide to us during an interview;
- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether you have a disability for which Hostelling Scotland needs to make reasonable adjustments during the recruitment process;
- information about your criminal record;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Hostelling Scotland may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a conditional verbal offer has been made to you and we have informed you that we are doing so.

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).

Why does Hostelling Scotland process personal data?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Hostelling Scotland also needs 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 its legal obligations. For example, to check a successful applicant's eligibility to work in the UK before employment starts.

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

Hostelling Scotland processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Hostelling Scotland processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting Human Resources or by emailing gdpr@hostellingscotland.org.uk.

For some roles, Hostelling Scotland will seek information about criminal convictions and offences. Where Hostelling Scotland seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. Hostelling Scotland will not use your data for any purpose other than the recruitment exercise for which you have applied, unless we have your prior consent, for example, to keep your details on file in respect of future vacancies. You are free to withdraw your consent at any time by contacting Human Resources or by emailing gdpr@hostellingscotland.org.uk.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Hostelling Scotland will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Hostelling Scotland will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Hostelling Scotland will not transfer your data outside the UK.

How does Hostelling Scotland protect 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.

For how long does Hostelling Scotland keep data?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. If you have agreed to allow Hostelling Scotland 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 if you have withdrawn 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights under certain circumstances to:

- access and obtain a copy of your data on request;
- require Hostelling Scotland to change incorrect or incomplete data;
- require Hostelling Scotland to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Hostelling Scotland is relying on its legitimate interests as the legal ground for processing; and
- ask Hostelling Scotland to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Hostelling Scotland 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based on automated decision-making.

Data Protection Officer

We have appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data protection officer:

Data Protection Officer
Hostelling Scotland
Head Office
7 Glebe Terrace, Stirling
FK8 2JA
E: gdpr@hostellingscotland.org.uk