



WALTHAM FOREST HOUSING ASSOCIATION

Recruitment Privacy Notice

Introduction

Waltham Forest Housing Association (WFHA) is committed to protecting the privacy and security of your personal information.

This Recruitment Privacy Notice explains how we collect, use, store and protect the personal information you provide when applying for a role with WFHA. It also outlines your rights in relation to your personal information.

WFHA is the Data Controller for the personal information you provide during the recruitment process and is registered with the Information Commissioner's Office (ICO).

What Information We Collect

As part of the recruitment process, we may collect and process the following information about you:

- Your name, address, telephone number and email address.
- Details of your qualifications, skills, experience and employment history.
- Information contained in your application form, CV and covering letter.
- Notes and assessments made during shortlisting and interviews.
- References from current and former employers.
- Right to work documentation.
- Information relating to criminal convictions and DBS checks (where applicable to the role).
- Equality, diversity and inclusion monitoring information (which is processed separately from the selection process).
- Any additional information you choose to provide to support your application.

Why We Process Your Information

We process your personal information in order to:

- Assess your suitability for employment.
- Manage and administer the recruitment and selection process.
- Verify the information provided in your application.
- Obtain references where appropriate.
- Carry out pre-employment checks, including right to work and DBS checks where required.

- Comply with our legal and regulatory obligations.
- Monitor equality of opportunity and diversity in our recruitment practices.

Lawful Basis for Processing

WFHA processes your personal information under one or more of the following lawful bases under UK GDPR:

- The processing is necessary to take steps prior to entering into an employment contract.
- The processing is necessary for compliance with legal obligations.
- The processing is necessary for the purposes of WFHA's legitimate interests in recruiting and selecting suitable employees.
- Where special category data is collected, processing will be undertaken in accordance with the relevant provisions of UK GDPR and the Data Protection Act 2018.

Who Will Have Access to Your Information

Your information will only be accessed by those who need it for recruitment purposes, including:

- Recruiting managers.
- Interview panel members.
- HR and Corporate Services staff.
- Senior managers involved in the appointment process.

We will not share your information with third parties unless this is necessary as part of the recruitment process, such as obtaining references, carrying out DBS checks, verifying right to work status, or where required by law.

Criminal Convictions Information

Where a role requires a Disclosure and Barring Service (DBS) check, information relating to criminal convictions will only be requested where lawful and relevant to the position being recruited. Such information will be treated confidentially and only accessed by authorised individuals involved in the recruitment process.

Equality Monitoring Information

Equality monitoring information is collected solely to help WFHA assess the effectiveness of its Equality, Diversity and Inclusion practices. This information is separated from your application wherever possible and is not used in recruitment decision-making.

How Long We Keep Your Information

If your application is unsuccessful, WFHA will retain your recruitment records for **six months following the completion of the recruitment process**. After this period, your information will be securely destroyed unless we are legally required to retain it for longer.

If your application is successful, relevant recruitment information will be transferred to your personnel file and retained in accordance with WFHA's Document Retention Policy and Employee Privacy Notice.

Your Rights

Under UK data protection legislation, you have the right to:

- Request access to your personal information.
- Request correction of inaccurate information.
- Request erasure of your personal information in certain circumstances.
- Request restriction of processing.
- Object to processing where applicable.
- Request the transfer of your information where appropriate.
- Lodge a complaint with the Information Commissioner's Office (ICO).

Contact Us

If you have any questions regarding this Recruitment Privacy Notice or how your personal information is handled, please contact:

Data Protection Officer

Michael Pughsley
Director of Housing

Email: info@wfha.org.uk

Postal address:

Waltham Forest Housing Association

Libro Court Office
2A Larkswood Road
Chingford
London
E4 9DY

Registered address:

Waltham Forest Housing Association

Energy Centre
31 Church Hill

Walthamstow
London E17 3RY

Telephone: 020 8524 6987

Email: info@wfha.org.uk