Privacy Notice for candidates applying for vacancies with Oxford Diocesan Board of Finance (ODBF)

DIOCESE OF OXFORD

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?

Oxford Diocesan Board of Finance (ODBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Oxford Diocesan Board of Finance (ODBF) is the Data Controller. This means it is ultimately responsible for the data it holds about you. We comply with our obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

ODBF collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers
- your date of birth
- details of your education, qualifications, skills, experience and employment history, including start and end dates
- information about your current level of remuneration, including entitlement to allowances
- details of any gaps in employment
- details of whether you are a relative or a partner of, or have any close personal relationship with any employee of ODBF.
- details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the role that you have applied for, and details of any sanctions or restrictions placed upon you that affect your ability to practice in that role
- information about your identity and entitlement to work in the UK
- information about your criminal record where applicable to your role
- whether or not you have a disability for which the ODBF needs to make reasonable adjustments during the recruitment and selection process
- equal opportunities monitoring information, including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health and disability
- where you have applied for a role that would require you to drive on ODBF business/ have a lease car we will collect details of your driving licence and any driving offences that you incur

ODBF will collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents such as your driving licence and qualification certificates, or collected through interviews or other forms of assessment, including on-line tests.

ODBF will also collect information about you from third parties, such as references supplied by former employers, other organisations in relation to pre-employment checks, such as registration with professional bodies where a requirement of the role and information from criminal records checks permitted by law.

4. What is the legal basis for processing your personal data?

Processing of data in relation to the recruitment process is a legitimate interest in accordance with current employment legislation and ODBF's policies and procedures.

The data collected from you when you apply for a role is used solely to manage the recruitment process with respect to the requirements of the role (for instance, we only need information about your driving licence if the role you are applying for involves driving as part of your duties). All of the information we ask for above is used to check your suitability for the advertised role with a view to potentially entering into a contract of employment.

ODBF has a duty as a company and charitable organisation to ensure that it runs an efficient, fair and safe recruitment process in the public interest to attract suitable staff, in order to protect public funds.

There are also reasons that ODBF needs to process this data by law. For instance, The Equality Act 2010 means that ODBF has a duty to ensure that no discrimination takes place during recruitment and selection on grounds of "protected characteristics". Clearly, ODBF needs to collect the data which relates to the characteristics to ensure (and to be able to show) that it is not treating applicants unfairly as a result.

You are under no statutory or contractual obligation to provide data to ODBF during the recruitment and selection process. However, if you do not provide the information, ODBF may not be able to process your application properly or at all which will obviously have the potential to disadvantage your chances of success. You are under no obligation to

provide information for equal opportunities monitoring purposes (this is asked for on a separate form to your main application and is retained within HR for monitoring purposes only and does not form part of the selection process.). There are no consequences for your application if you choose not to provide such information.

Recruitment and selection decisions are never based solely on an automated decision-making process – there is always human intervention and judgement exercised at the point of a decision.
You can access information about your rights with respect to the data we collect below (see "Your Rights").

5. Sharing your personal data
Your information will be shared internally and seen by authorised ODBF staff for the purposes of the recruitment and selection exercise. This will include members of HR, the recruiting manager and members of the recruitment panel, managers in the service area with the vacancy and IT staff if access to the data is necessary for performance of their roles.

ODBF will share your data with third parties in order to obtain pre-employment checks required for the role. This includes your referees and other organisations such as professional bodies necessary to complete pre-employment checks. Medical checks from our Occupational Health Provider and criminal records checks required for the role, obtained from the Disclosure and Barring Service by a third-party organisation, will not be sought until a conditional offer of employment has been made.

We don't use your data for any other reason, nor do we sell it to any third parties or use it to contact you about any unrelated services.

6. How long do we keep your personal data?
Your data will not be kept any longer than necessary. Data for successful applicants will be used to enter into an employment contract. A separate privacy notice exists for employees and you will have access to that should you be appointed in the role. Data for unsuccessful applicants is retained for a period of 6 months from the end of the recruitment exercise and is then securely destroyed.

7. Your rights and your personal data
Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which ODBF holds about you;
- The right to request that ODBF correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable). The right to lodge a complaint with the Information Commissioners Office.
- The right to lodge a complaint with ODBF and/or the Information Commissioners Office

8. Further processing
If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Transfer overseas
Your data will not be stored or sent outside of the European Economic Area (EEA), with the exception of requests for references where the referees you have provided are outside of the EEA.

10. Contact Details
To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. Email: dpo@oxford.anglican.org.
You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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