

## **Jersey Employment Trust - Applicant Privacy Notice**

As part of any recruitment process JET collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data.

### **What information do we collect?**

JET collects a range of information about you. This includes:

- Your name, address, email address and telephone number
- Details of your qualifications, skills, training, experience and employment history
- Information about your entitlement to work in Jersey
- Whether you have a driving licence (where relevant)

JET will collect this information primarily through the completion of a standard application form or sometimes from a CV. We will also collect information from you in an interview or other forms of assessment.

We may also collect personal data about you from third parties such as references supplied by former employees. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places in hard copy, in HR electronic recruitment files and on email to relevant Line Managers and office administration staff.

### **Why does JET process personal data?**

We need to process data to take steps at your request to entering into a contract with you. In some cases we need to process data to ensure we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in Jersey before employment starts.

JET 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 an applicant's suitability for employment and decide to who to offer a job based on the closest match. We may also need to process and keep data from job applicants to respond to and defend against legal claims.

### **Who has access to the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR Manager, relevant Line Managers/Interviewers and office administration staff (for the purposes of setting up interviews etc).

It is best practice for us to have a JET client to attend interviews and on occasion a representation from another organisation/charity may be on the interview panel. As a result your personal data may be shared with a third party for this purpose.

If you are successful we will then share your data with former employers to obtain references for you and we will ask for your consent prior to contacting referees.

### **How does JET 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 only accessed by those personal involved in the recruitment process.

### **How long does JET keep data?**

If your application for employment is unsuccessful we will keep your data for 6 months after the end of the recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file and will be securely stored electronically. You will be provided with a new privacy statement relating to personal data stored as an employee.

### **Implications of not providing personal data?**

You are under no statutory or contractual obligation to provide data to JET 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.

### **Your rights**

Any person who provides JET with personal information will have the following rights under GDPR legislation (comes into force 25/5/18):

- The right to access their personal data (through a Subject Access Request)
- The right to stop or restrict the use of their personal data from being processed.
- The right to request to have all personal information JET holds on them to be deleted (this is known as the right to erasure).
- The right to ask and have their personal information transferred to another service provider (this is known as data portability).
- Right to have their personal information kept up-to-date and accurate and to direct JET to correct information they believe is incorrect.
- The right to complain to the Office of the Information Commissioner at Brunel House, Old Street, St Helier, Jersey, JE2 3RG or 01534 716530 or [enquiries@dataci.org](mailto:enquiries@dataci.org).

If you wish to exercise any of these rights you can contact the JET Data Protection Officers; Sarah Boydens and David Rose on 01534 788900, at [dataprotection@jet.co.je](mailto:dataprotection@jet.co.je) or in writing at The Oakfield Building, La Rue du Froid Vent, St Saviour, Jersey, JE2 7LJ.

**Updates** We will update our Data Privacy Notice from time to time and you can find a copy of the most up to date notice on [our website www.jet.co.je](http://www.jet.co.je) The Data Controller the purposes of the Data Protection (Jersey) Law 2005.