



245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX  
245 Western Avenue, Cardiff, CF5 2YX  
Ffôn/Tel 029 2026 5002 / 5189 / 5015  
[www.cbac.co.uk](http://www.cbac.co.uk) / [www.wjec.co.uk](http://www.wjec.co.uk)

## **Job Applicant Privacy Notice**

**As part of any recruitment process, WJEC collects and processes personal data relating to job applicants. WJEC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.**

### **What information does WJEC collect on applicants?**

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

- your name, address and contact details, including email address and telephone numbers;
- details of your skills and qualifications, including membership of professional institutions;
- details of your experience and employment history;
- referees names , addresses and contact details, including email address and telephone numbers;
- information about your welsh language proficiency;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Human Resources team needs to make reasonable adjustments during the recruitment process;
- whether you have any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, age range and religion or belief.

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

WJEC will also collect personal data about you from third parties, such as references supplied by former employers, information from the Disclosure and Barring service check providers and information from criminal records checks.

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 WJEC process personal data?**

WJEC needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, WJEC needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

WJEC 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 the HR team to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The HR team may also need to process data from job applicants to respond to and defend against legal claims.

The HR team 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 the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, this is for equal opportunities monitoring purposes.

For some roles, WJEC is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the HR team may keep your personal data on file in case there are future employment opportunities for which you may be suited. The HR team will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, the hiring manager and interviewers involved in the recruitment process.

WJEC will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation 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.

WJEC will not transfer your data outside the European Economic Area.

### **How does WJEC protect data?**

WJEC takes the security of your data seriously. It has 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 WJEC keep data?**

If your application for employment is unsuccessful, WJEC will hold your data on file for **6 months** after the end of the relevant recruitment process. If you agree to allow WJEC to keep your personal data on file, the HR team will hold your data on file for a further **12 months** for consideration for future employment opportunities. At the end of that period or once you withdraw your 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. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [GDPR@wjec.co.uk](mailto:GDPR@wjec.co.uk) or DPO, WJEC, 245 Western Avenue, Cardiff, CF5 2YX.

If you believe that WJEC has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to WJEC during the recruitment process. However, if you do not provide the information, the HR team may not be able to process your application properly or at all.