Applicants Privacy Notice:

Dumfries and Galloway Citizens Advice Service

**Introduction**

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, you have a right to be informed about the collection and use of your personal data. This notice sets out your rights and provides you with the information that you need to exercise those rights.

We will provide data privacy information to you at the time that we collect your personal data from you.

We will provide the information in a way that is concise, transparent, intelligible, easily accessible and uses clear and plain language.

**The lawful basis for processing your personal data**

Dumfries and Galloway Citizens Advice Service needs to keep and process information about you for normal recruitment purposes. The information that we hold and process will be used for recruitment use only. We will keep and use it to enable us to run the Service and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, and for a period of time after recruitment, to comply with any legal requirements, pursue the ‘legitimate interests’ of the Service (for example to recruit employees, prevent fraud, or for administrative purposes) and protect our legal position in the event of legal proceedings.

**Purpose of processing your personal data**

Much of the information that we hold will have been provided by you, but some may come from other sources such as referees. References will only be collected with your knowledge, if you are our preferred candidate.

The sort of information we hold will include your application form and references. We may also collect special categories of other sensitive personal data relating to your race, ethnic origin, religion, health, sex life or sexual orientation at the time of application. This information will be provided by you with your consent and you are not obliged to provide this at the time of a job application. It will be stored on an anonymised basis to gather statistics thus ensuring that we are meeting our legal obligations under equality & diversity law.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time. However this may mean that we are unable to process your application properly and may have an impact on your progression as a candidate for the post for which you have applied.

**Retention periods for your personal data**

We will keep your records for the following periods:

* Application forms - Staff - 1 year from date of job advertisement
* Application forms – Volunteers – 1 year from submission of volunteer application
* Interview notes - Staff - 1 year from date of job advertisement
* Interview Notes – Volunteers – 1 year from date of interview
* References - 1 year

**Who your information will be shared with**

Necessary data will be shared with the following agencies:

* Signable – for the purposes of signing documents in their role as data processors
* Worknest for the purposes of employment/HR issues
* Citizens Advice Scotland for the purposes of audit, complaints handling and support with HR issues (in order to comply with SACAB membership conditions)

Other than for the purposes outlined above, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.

**Your rights in relation to the processing of your personal information**

Under the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018, you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data; the right to restrict processing or to object to processing; and (in some circumstances) the right to data portability.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time, which will not affect the lawfulness of the processing before your consent is withdrawn.

You have the right to make a complaint to the Information Commissioners Office if you believe that we have not complied with the requirements of the GDPR or the DPA.

**Identity and contact details of the data controller and the data protection officer**

Dumfries and Galloway Citizens Advice Service is the controller and processor of data for the purposes of the GDPR and the DPA 2018.

If you have any concerns about how your data is processed you can contact:

**Marion Hamilton**

**marion.hamilton@dagcas.org**

**Dumfries and Galloway Citizens Advice Service**

**81-85 Irish Street**

**Dumfries**

**DG1 2PQ**