



Here is a GDPR-compliant Privacy Notice for a job application process in the UK:

Privacy Notice for Job Applicants

Last Updated: 27/02/2025

1. Introduction

Life Housing (referred to as "we," "our," or "us") is committed to protecting your privacy and ensuring that your personal data is handled securely and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, and store your personal information during the recruitment process.

2. What Personal Data Do We Collect?

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

- Personal details: Name, address, email, phone number, date of birth.
- Employment history: Previous jobs, experience, references.
- Education and qualifications: Academic records, certifications.
- Right to work information: Passport, visa, or other relevant documents.
- Equal opportunities data (optional): Gender, ethnicity, disability status (for monitoring purposes only).
- Criminal records check (if applicable): Required for roles in regulated sectors.

3. How Do We Use Your Personal Data?

We process your personal data for the following purposes:

- To assess your suitability for the role.
- To communicate with you about your application.
- To comply with legal and regulatory requirements.
- To conduct pre-employment checks, including references and right-to-work verification.

4. Legal Basis for Processing Your Data

We process your personal data under the following legal bases:

- Contractual obligation – To take steps before entering into an employment contract.
- Legal obligation – To comply with UK employment laws and regulations.
- Legitimate interest – To ensure fair recruitment and selection processes.
- Consent – Where required (e.g., for equal opportunities monitoring).

5. How Long Do We Keep Your Data?

If your application is unsuccessful, we will securely retain your data for six months after the recruitment process, after which it will be deleted unless you consent to a longer retention



period. If your application is successful, your data will be transferred to your employee record and retained as part of your employment history.

6. Who Do We Share Your Data With?

We may share your personal data with:

- Third-party service providers (e.g., background check providers).
- Regulatory bodies (e.g., the Scottish Social Services Council, Care Inspectorate).
- Legal authorities if required by law.

We do not sell or trade your personal information.

7. How Do We Protect Your Data?

We have implemented appropriate security measures to prevent unauthorised access, loss, or misuse of your personal data.

8. Your Rights Under GDPR

You have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate or incomplete data.
- Request deletion of your data (where legally permissible).
- Object to processing under certain circumstances.
- Withdraw consent where processing is based on consent.

To exercise your rights, please contact us at [Insert Contact Email].

9. Contact Information

If you have any questions about this Privacy Notice or how we handle your data, please contact:

Data Protection Officer
Life Housing
36 Muslin Street
Glasgow
G40 4AP
Email: info@lifehousing.org.uk
Telephone: 0141 554 2497

If you are not satisfied with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk (<https://www.ico.org.uk>).