

Coram Privacy Notice for Recruitment

Date (valid from) 17/02/2011

At Coram we recognise that privacy is important. We have developed this Privacy Notice to inform you of how Coram will use the information you submit to Coram through the jobs@coram.org.uk email address, or in any other way as part of a job application or job search process. Your use of other Coram services is governed by any applicable terms and our general Privacy Policy.

What types of information does this Policy cover?

This Privacy Notice applies to all personal data provided by you in your job application, any subsequent information supplied by you in connection with your application and any information obtained from third parties such as prior employers, the Criminal Records Bureau and other sources. This includes:

- Name, address, email address, telephone number, or other contact information;
- CV, cover letter, previous work experience, education, transcripts, or other information you provide for our consideration;
- Type of employment sought, desired salary, willingness to relocate, or other job preferences;
- How you heard about the position;
- Sensitive information (race/ethnic origin) if you choose to submit it as part of the application process, and;
- Names and contact information for referees.

It is your responsibility to obtain consent from referees before providing their personal information to us.

Submission of application information does not establish any obligation not listed in this Privacy Notice.

How will we use your data?

The application information you submit is used for the following purposes:

- To assess your skills, qualifications and interests against our career opportunities;
- To verify your information and conduct reference checks;
- To conduct security and background checks if you are offered a job;
- To communicate with you and inform you of career opportunities;
- To create and submit reports as required by law or regulation;
- To improve our recruitment process; and
- Legal defence as necessary.

If you accept employment with Coram, the information collected will become part of your employment record and will be used for employment purposes.

Your Choices

You can choose what types of information, if any, to submit. Submitting your application information is voluntary. However, if you choose not to submit your application information, our ability to consider you as a candidate may be limited. We will ask for your consent before we obtain additional information from third party agencies, and will, where required by law, notify you of the information received from those third parties.

Who has access to your data?

Coram Human Resources (and relevant recruiting managers) will have access to your data for the purposes listed above. Where third parties are involved in the recruitment process they will be bound by terms of confidentiality and this Privacy Notice.

It is our policy to monitor recruitment procedures to ensure that they are fair and free from any bias. Sensitive personal data that is volunteered on our equal opportunities monitoring form will not be used at any stage of the recruitment process. It will be kept strictly confidentially by Human Resources, according to the Data Protection Act 1998, and used for equality monitoring purposes only.

Data access, correction or removal

Once you have provided us with your personal data, you will be able to change this information by contacting jobs@coram.org.uk or writing to the address below. If you would like to obtain a copy of your information or, if you have not been offered a job position and want to remove your information from our database for any reason, you can do this by contacting us at the address below or notifying us at jobs@coram.org.uk.

How long will Coram keep your data?

Personal data of any candidate applying to Coram will generally be kept for twelve months after the last update received from a candidate. All candidates are encouraged to update their data when appropriate. We may also retain application information to consider you for other jobs for which you may be qualified.

How will we secure your data?

We recognise our responsibility to protect the information you provide to us. Coram takes appropriate technical, organisational, and legal steps to protect application information, including secure servers, firewalls, and encryption of application data.

Changes to this Privacy Notice

This Privacy Notice may be adjusted from time to time. Coram reserves the right to modify or amend this Privacy Notice at any time. The effective date of this Privacy Notice is displayed at the beginning of this notice. Please check back periodically, and especially before you provide any personally identifiable information.

Contacting Us

Coram controls and is responsible for your personal data. Please feel free to ask us questions concerning our Privacy Notice, request a copy of your personal data or to delete your personal data. Please send only data safety and security related requests to the address below:

Human Resources Privacy Officer
Coram Community Campus
49 Mecklenburgh Square
London
WC1N 2QA
Julia.roper@coram.org.uk

If you have any questions or concerns about the use of your personal information, please feel free to contact us and we will make every reasonable effort to address your concerns.