

# Leeds Mind Applicant Privacy Notice

Leeds Mind is committed to protecting and respecting your privacy and keeping your data secure.

## **Purpose of processing your data**

We will process your personal data to:

- Comply with our legal obligations and for reasons of substantial public interest
- Comply with our equal opportunities monitoring obligations
- Progress your application, arrange interviews, inform you of the outcome, and provide feedback
- Make an informed recruitment decision to shortlist, interview, or make an offer

If you are offered a role with us, to:

- Obtain references
- Confirm your Right to Work status
- Carry out DBS checks
- Enter into/perform the employment contract

## **How we get your data**

By providing us with your online application, application form, and personal details form, you are giving us your consent to process and store your data. If you do not provide the information, we will not be able to process your application.

We may obtain your personal data from:

- You, in the completed online application, application form, personal details form, and interview notes (if relevant)

If you are offered a role with us, from:

- Your referees, details of whom you will have provided
- The Disclosure and Barring Service
- You, in regard to right to work checks and other personal information required to administer your employment with us

## **Sharing your data**

In general, access to your personal data will be restricted to those who have a need to access it in order to carry out their duties within Leeds Mind.

We may share your data internally with:

- Members of the HR team
- The interview panel
- Members of the reception team in the event you are invited for an interview

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share:

- Your name and new job description with the referees provided by you in order to obtain references.
- Your name, job title, and email address with the Disclosure and Barring Service in order to verify the criminal records information provided by you.

## **Your rights**

You have the right to access from Leeds Mind any personal data that we hold about you. Any request should be made in writing and we will provide the requested information within 30 days of receipt.

You have the right to withdraw your consent to Leeds Mind holding any personal data concerning you.

- A withdrawal of consent should be made in writing and we will respond within 30 days of receipt.
- We will remove any personal data concerning you unless we have a legal duty to retain it. Legal data retention periods are specified in our *Records Management Policy* (available on request).

You have the right to lodge a complaint if you feel that we are not treating or using your personal data in the right way. You can make a complaint via:

- the *Leeds Mind Complaints Procedure* (available on our website)
- the Information Commissioners Office.

Further details are set out in our *Data Protection Policy* (available on request).

## **Contact**

If you have any questions about this you can contact our Data Protection Lead, Helen Kemp (Chief Executive) by:

- phone: 0113 308 5800
- email: [helen.kemp@leedsmind.org.uk](mailto:helen.kemp@leedsmind.org.uk)
- post: Leeds Mind, 11 Clarence Road, Horsforth, Leeds LS18 4LB