



# Parchment Trust Privacy Notice - Recruitment

## **Our contact details**

Name: Parchment Trust

Address: Parchment Trust,  
Ore Place Farm,  
The Ridge, Hastings,  
TN34 2RA

Phone Number: 01424 755800

E-mail: [info@parchment-trust.org.uk](mailto:info@parchment-trust.org.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Contact Information: Name, address, telephone number, email address, and other contact details.
- Resume/CV: Employment history, educational background, skills, qualifications, and other relevant information you provide.
- Cover Letter: Any additional information or documents you choose to submit with your application.
- References: Information provided by your referees.
- Interview Notes: Information obtained during interviews and assessments.
- Employment-related Information: Employment references, offer letters, and related employment documents.
- Background Check Information: We will collect information from background checks, subject to your consent and applicable laws.



## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Recruitment and Selection: To assess your suitability for employment and to make informed recruitment decisions.

Communication: To contact you regarding your application, interview, or offer of employment.

Compliance with Legal Obligations: To comply with applicable laws and regulations, including conducting background checks in line with our Safer Recruitment Policy.

Legitimate Interests: To exercise our legitimate interests in managing and improving our recruitment process, ensuring the security of our systems, and preventing fraud.

Equal Opportunities Monitoring: To ensure fair and equal opportunities in the recruitment process.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Recruitment Agencies such as Indeed and Friday Ad
- References – with your specific consent to contact previous employers or character referees.
- Background checks for safeguarding purposes

We use the information that you have given us in order to process your application and to comply with all laws and regulations.

We may share this information with

- Our employees, agents, or consultants involved in the recruitment process.
- Third-party providers for conducting background checks.
- Government or other legal bodies if required to comply with a legal obligation or protect our rights, property, or safety, or that of others.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:



Contract – to seek to establish an employment contract

Legal Obligation – to comply with all relevant laws and regulations

Legitimate Interest – to make improvements to our systems and processes, or to protect our rights, property, or safety, or that of others.

Consent – Where you allow us to continue to retain your information after an unsuccessful application, or to contact referees.

## **How we store your personal information**

We take appropriate technical and organisational measures to protect your personal information from unauthorised access, loss, or alteration.

If your application is unsuccessful, we will retain your personal data for the duration of our recruitment process and a further 12 months post application, unless you have requested or consented to us keeping your details on file for future recruitment.

If your application is successful, we will retain your personal data for the duration of your employment with us and a further 6 years post-employment.

We will retain or securely destroy your personal data in accordance with our record keeping policy or other applicable laws and regulations.



## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dpo@parchment-trust.org.uk](mailto:dpo@parchment-trust.org.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [dpo@parchment-trust.org.uk](mailto:dpo@parchment-trust.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:                   Information Commissioner's Office  
  Wycliffe House  
  Water Lane  
  Wilmslow  
  Cheshire  
  SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>