**Privacy Statement for Job Applicants**

This notice explains what personal data (information) Trust in Fife will hold about you, how said information is collected and how it will be used and shared. The company is required to notify you of this information, under the new data protection legislation (General Data Protection Regulations – GDPR).

Please ensure that you read this statement, and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

**Who collects the information?**

Trust in Fife (the company) is a 'data controller' and gathers and uses certain information about you. Where the company is also a 'data processor', information received from third parties about you will be processed.

**Data Protection principles**

Trust in Fife will comply with the data protection principles when gathering and using personal information, as set out in the company’s Data Protection Policy (a copy of which is available on request).

**About the information Trust in Fife collect and hold**

As a job applicant, the personal information that the company will hold about you is limited. However, Trust in Fife seek to ensure that all information collection and processing is always proportionate - that is, only what is necessary is collected and processed and said information is only kept for as long as required. More information is set out in the company’s Data Retention policy (which is available on request).

**Where information may be held**

Information may be held at Trust in Fife offices where there are security measures in place to seek to ensure that there is appropriate security for the information held.

**How long your information is kept**

Trust in Fife will keep the personal information obtained about you, during the recruitment process, for no longer than is necessary for the purposes for which it is processed. How long said information is kept will depend on whether your application is successful (and you become employed by us), the nature of the information concerned, and the purposes for which it is processed.

Trust in Fife will keep recruitment information (including interview notes) for no longer than six months, taking into account the limitation periods for potential claims of things such as race or sex discrimination, after which they will be destroyed.

If your application is successful, Trust in Fife will keep only the recruitment information that is necessary in relation to your employment.

**Your rights to correct and access your information and to ask for it to be erased**

Please contact Ruth Hogg, HR Officer, at [ruth.hogg@trustinfife.co.uk](mailto:ruth.hogg@trustinfife.co.uk) or on 01592 646677 if you would like to correct or request access to information that is being held relating to you or if you have any questions about this notice.

You also have the right to ask for some, but not all, of the information held and processed to be erased (the 'right to be forgotten') in certain circumstances. Ruth Hogg, Service Administrator, will provide you with further information about the right to be forgotten, if you ask for it.

**Keeping your personal information secure**

Trust in Fife have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. Access to your personal information is limited to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Procedures are also in place to deal with any suspected data security breach. You will be notified, along with any applicable regulator, of a suspected data security breach where we are legally required to do so.

**Changes to what we do**

Trust in Fife regularly review and, where necessary, update its privacy information, policies, procedures and privacy notices. If there are plans to use your personal information for a new purpose, a new letter and privacy statement will be drafted and sent to you, prior to the company starting to use the information in a new way.

**How to complain**

Trust in Fife hope that it can resolve any query or concern you raise about use of your information. However, if this is not the case, you can contact the Information Commissioner (ICO) at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.