

## Privacy Notice for Applicants for Employment

In this notice "we" means the RAF Association and "you" means applicants for employment at the RAF Association

We have developed this Privacy Notice to inform you of how we will use the information you submit to us through the jobs@rafa.org.uk email address, or in any other way as part of the recruitment process.

What types of information does this Privacy Notice 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 for employment and any information obtained from third parties such as prior employers, the Disclosure and Barring service ( and similar for Scotland and Northern Ireland) and other sources. This includes:

- Name, address, email address, telephone number, or other contact information;
- Right to work check
- Names and contact information for referees. It is your responsibility to obtain consent from referees before providing their personal information to us.
- Sensitive information (race/ethnic origin/medical) if you choose to submit it as part of the application process
- Health questionnaire (certain roles only)

How will we use your data?

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

- To verify your information and conduct reference checks;
- To conduct background checks including your right to work in the UK, if you are offered a job;
- To communicate with you during the recruitment process;
- To establish your fitness for employment;
- Legal defence as necessary;
- If you accept employment with us, the information collected will become part of your employment record and will be used for employment purposes.

Who has access to your data?

Our HR team and associated managers involved in the recruitment decision making will have access to your data for the purposes listed above. Where third parties such as recruitment agencies or vetting services are involved in the recruitment process they will be bound by the terms of 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 diversity monitoring form will not be used at any stage of the recruitment process. It will be kept strictly confidentially by Human Resources, and used for diversity monitoring purposes only. It is not mandatory for you to provide this and if you decide you do not wish to, it will not affect your application.

#### 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@rafa.org.uk](mailto:jobs@rafa.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 immediately for any reason, you can do this by contacting us at the address below or notifying us at [jobs@rafa.org.uk](mailto:jobs@rafa.org.uk).

#### How long will we keep your data?

Personal data, including records of shortlisting and interview notes, recruitment related emails of any candidate applying to the Association will be destroyed after six months.

#### How will we secure your data?

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

#### Contacting Us

The Association controls and is responsible for your personal data. Please ask us any questions about 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  
Atlas House  
41 Wembley Road  
Braunstone Frith  
Leicester  
LE3 1UT  
[jobs@rafa.org.uk](mailto:jobs@rafa.org.uk)

#### Changes to the Privacy Notice

This Privacy Notice may be changed for time to time and you should check the effective date displayed at the end of this notice to ensure you have the most up to date version. The RAF Association reserves the right to amend or modify this notice at any time

#### Complaint

If you wish to make a complaint about the way we have processed your personal data please contact the Data Protection Officer (Director of Governance and Risk). You also have the right to complain to the Information Commissioner's Office.

12 March 2018