

ELIM HR

PRIVACY POLICY FOR APPLICATIONS

Last Updated: October 2017



1. PURPOSE OF POLICY

For recruitment purposes, such as the application process, Elim will need to collect, process and store personal information about you. Purposes for this may include your application, assessment, pre-employment screening and your worker permissions when successful. This policy provides information on:

- 1) why Elim collects your information;
- 2) what information Elim collects and;
- 3) how Elim processes and stores this information within the recruitment process.

Throughout this Privacy Policy, the terms “process” and “processing” are used to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of information.

2. WHY DOES ELIM COLLECT YOUR PERSONAL INFORMATION?

To ensure applications can be managed, Elim will need to process certain information about the applicant. Elim only processes information as necessary for the purposes of progressing your application or to meet legal, regulatory or constitutional requirements.

UPON APPLICATION, ELIM MAY PROCESS THE APPLICANT’S:

CV, name, address, phone number, email, employment history, academic and professional qualifications, nationality, diversity (i.e. age, gender, ethnicity, disability, sexual orientation, religious affiliation), previous disciplinary matters.

DURING THE INTERVIEW PROCESS, ELIM MAY PROCESS THE APPLICANT’S:

CV, psychometric tests (such as situational judgement tests, ability or personality tests), interview notes (face to face, telephone or video), behavioural assessments (such as a role play, group exercise or presentation), technical assessments.

ELIM MAY PROCESS THE FOLLOWING TO CONDUCT PRE-EMPLOYMENT CHECKS:

CV, name, address, phone number, email, employment history, previous addresses*.

3. WHAT PERSONAL INFORMATION MIGHT ELIM PROCESS?

The information Elim processes may depend on the role applied for.

- Name
- Contact details (work and home)
- Date of birth
- Place of birth
- Gender
- Education and work history
- Skills and qualifications
- Training history and plans
- Additional demographic information in compliance with legal requirements (such as, national identifier, passport/visa information, nationality, citizenship, religious affiliation, disability, work permit)
- Health issues requiring adaptations to the working environment
- Previous/current employment contract related information (for example, compensation, location, hours of work)

- Previous/current leaves of absence
- Photograph(s)
- Previous/current disciplinary/grievance records
- Previous/current time and attendance details
- Results of original and ongoing employee screening
- Details provided in relation to Elim's conduct policies (such as conflicts of interest, personal account dealings, trade body membership)
- Health & safety incidents, accidents at work and associated records
- Elim's building CCTV images
- Audio recordings of telephone interviews with Elim
- Video recordings of interviews with Elim
- Notes from face to face interviews with Elim
- Results from technical and behavioural assessments
- Results from Disclosure and Barring Services (DBS) checks

4. WHO DOES ELIM SHARE THE APPLICANT'S PERSONAL INFORMATION WITH?

Elim's Applicant Tracking System (ATS) is an online system with servers external to the Elim offices, but within the UK. However, the data is processed under strict rules of confidentiality and in accordance with Elim's data protection policy. During the application process, the information provided to Elim will only be shared with:

- Human Resources (HR) employees;
- Employees with managerial responsibilities for the relevant role;
- Additional members to the interview panel who are approved by HR;
- The Elim Foursquare Gospel Alliance trustees.

If the role requires a DBS check, Elim will also share your information with The Churches' Child Protection Advisory Service (CCPAS).

To ensure we can determine someone's right to work status, we may have to share your information with the Home Office.

In rare cases, we may have to share your information with our solicitors.

5. HOW DOES ELIM PROTECT YOUR INFORMATION?

Applications are made through Elim's ATS and are covered by Elim's data protection policy, as well as that of the service provider of the ATS, who are ISO27001 accredited. Your information will not be stored outside the United Kingdom/EU and will therefore fall under the scope of the General Data Protection Regulations.

Resumes and cover letters are downloaded to Elim's local secure servers and are only shared with those people mentioned in section 4. Printed copies are not retained and are disposed of in a secure way.

If the application was unsuccessful and the applicant has not reapplied within 12 months of the original application, Elim will endeavour to erase all personal data of the applicant after 12 months + 1 day from its servers.

6. THE APPLICANT'S RIGHTS

The applicant is entitled to see information Elim holds about them. The applicant can also request changes to be made to incorrect information. The applicant can ask for information to be deleted or blocked if they legitimately think that Elim should not be processing that information or is processing it incorrectly.

Any queries about this policy or personal information generally, including questions about accessing personal information or correcting it, should be directed to HR in the first instance. Alternatively, there is information available on subject access requests through the Information Commissioner's Office website.

It is the applicant's responsibility to keep their personal information up to date so that accurate application records can be maintained. If the applicant needs to update any information Elim may have on file for them, they will need to contact HR at HR@elimhq.net to update Elim of the necessary changes.

7. REFERENCE CHECKS

We will perform reference checks on all successful applicants after the interview. We would seek to contact your previous employer and one other reference to verify your CV information.

We store reference responses on your personnel file during your employment with Elim.

8. DBS CHECKS

For certain roles, we have to conduct DBS checks. The resulting certificate and information will be treated as sensitive and will be processed in accordance with Elim's Data Protection Policy.

9. CONTACT AND QUERIES

Please do contact Elim if you have any questions in relation to this policy.

Email: hr@elimhq.net
Phone: 01684 588937
Post: F.A.O. the HR Manager
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