



Privacy notice for recruitment for volunteers

Carers Leeds 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 equality and diversity monitoring processes
- Process your application, arrange interviews, inform you of the outcome and provide feedback
- Make an informed recruitment decision, to shortlist, interview, or to make an offer

If you are offered a role with us to:

- Obtain references
- Carry out DBS checks

How we get your data

By providing us with your on-line application, and the monitoring form, you are giving us your consent to process and store your data. If you do not provide us with the information we will be unable to process your application.

We may obtain your personal data from:

- The online application form
- Your equality and diversity monitoring form
- Interview notes

If you are offered a role with us from:

- Your referees, details of which you will have provided
- The Disclosure and Barring Service
- You, with regard to right to other personal information required to administer your appointment 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 at Carers Leeds.

We may share your data internally with:

- The interview panel
- The Volunteer Management Team
- The reception team in the event that you are invited for interview

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

We will then share:

- Your name and new role description with the referees provided by you in order to obtain references.

Your name, role title and email address with the Disclosure and Barring Service in order to verify any criminal records information provided by you. **Your rights**

You have the right to access from Carers Leeds any personal data 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 Carers Leeds 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.

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 Carers Leeds complaints procedure or via the Information Commissioners office. Further details are available on request.

Contact

If you have any questions about this please contact our data protection lead, Claire Turner, CEO by

Phone: 01423 2468338

Email: Claire.turner@carersleeds.org.uk

Mail: Carers Leeds, 6-8 the Headrow

Leeds

LS16PT