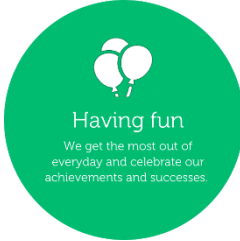





<p>Our Values</p>	   
<p>Privacy notice – Job Application</p>	
<p>What is a privacy notice?</p>	<p>Achieve together are committed to respecting your privacy. This notice explains how we may use personal information we collect before, during and after your working relationship with us. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection we will be the controller of any of your personal information.</p> <p>This notice applies to our current and former employees, workers, directors and consultants. This notice does not form part of any contract of employment or other contract to provide services.</p> <p>References to ‘we’, ‘our’, or ‘us’ in this privacy notice are to Achieve together, which is the controller of your personal data.</p> <p>Our Data Protection Officer oversees our compliance with data protection legislation. Contact details are in the ‘contact us’ section below</p>
<p>Recruitment process</p>	<p>As part of any recruitment process, and any subsequent employment, Achieve together collects and processes personal data relating to job applicants/subsequent employees. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.</p>
<p>What information do we collect?</p>	<p>Achieve together collects a range of information about you. This includes:</p> <ul style="list-style-type: none"> - Your name, address and contact details, including email address and telephone number; - Details of your qualifications, skills, experience and employment history; - Details from your referees in support of your employment/educational history and/or character reference, to comply with CQC requirements - Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; - Information in relation to your current health to fulfil our duty to ensure you are fit to work in the role you are being considered for and in order to support you through reasonable adjustments in the workplace; - Equality and diversity information to monitor inclusivity of a wide range of candidates;

	<ul style="list-style-type: none"> - Information in relation to any criminal records in accordance with the Disclosure and Barring Service, together with relevant documentation to support your application for such purposes, and a discrepancy form where disclosures have been made; - Statutory information such as information about your entitlement to work in the UK and driving licences/insurance information where you are considered to be a driver as part of your role at Achieve together; - Interview notes and appropriate tests to support your application for a position; - Information with regards to relatives or friends working within the organisation to ensure that necessary safeguards are put in place; - Bank information and emergency contacts/Next of Kin details; - Supervision and appraisals throughout employment, in line with our policies; - Grievances and disciplinary procedures, in line with our policies. <p>Achieve together may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.</p> <p>We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.</p> <p>Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).</p> <p>In the event of a successful application, during employment we will also collect further data in line with your contract and with legislative requirements.</p>
<p>Why does Achieve together process personal data?</p>	<p>We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you, and subsequently to manage our contractual obligations to you.</p> <p>In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.</p> <p>Achieve together has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.</p> <p>Achieve together may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor</p>

	<p>recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.</p> <p>If your application is successful during your employment we will need to process data to enter into a contract with you and subsequently to manage our contractual obligations to you e.g. for payroll, pension contribution etc. Also, to record any subsequent employment events.</p>
<p>Who has access to data?</p>	<p>Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.</p> <p>There maybe times when we need to share your data with a third-party recruitment company, for the purpose of processing your job application only. Additional use of your data, such as further job seeking, maybe requested by the third-party company.</p> <p>If your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and health professionals where health disclosures have been made.</p> <p>If your application is successful your personal data will be shared to relevant departments to manage our contractual obligation to you e.g. Payroll.</p>
<p>How does Achieve together protect data?</p>	<p>We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.</p>
<p>For how long does Achieve together keep data?</p>	<p>If your application for employment is unsuccessful, the organisation will hold your data on file for a maximum of 12 months after the end of the relevant recruitment process for consideration for future employment opportunities. We will contact you at 3 monthly intervals to ensure your consent is still valid or if you would like to opt out.</p> <p>At the end of the period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.</p> <p>If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment and for some time post-employment. Achieve together Retention Policy outlines the length of time we retain your data post-employment, these are in line with statutory retention records.</p> <p>If you decide that you no longer wish to receive emails from us, or have us hold on to your data for the agreed timescale and purpose, you have the right</p>

	<p>to withdraw your consent at any time and can do so by emailing careers@achievetogether.co.uk</p> <p>If you have any questions on the above please contact careers@achievetogether.co.uk</p>
What if you do not provide personal data?	You are under no statutory or contractual obligation to provide data to Achieve together during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.
Your rights	<p>As a data subject, you have a number of rights. You can:</p> <ul style="list-style-type: none"> • Access and obtain a copy of your data on request; • Require the organisation to change incorrect or incomplete data; • Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and • Object to the processing of your data where Achieve together is relying on its legitimate interests as the legal ground for processing. <p>If you would like to exercise any of these rights, please contact our DPO at dpo@achievetogether.co.uk.</p> <p>If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.</p>
Contact Us	<p>To exercise any of the above rights, or if you have any questions relating to your rights, please contact our Data Protection Officer:</p> <p>Achieve together Q4, The Square Randalls Way Leatherhead Surrey KT22 7TW</p> <p>Email: dpo@achievetogether.co.uk</p> <p>Phone: 01372 364000</p> <p>If your complaint is of a whistleblowing nature there is a dedicated email address for concerns: speakup@achievetogether.co.uk and a confidential hotline number: 0333 212 8081</p>
Your right to make a complaint	We are here to help and would encourage you to contact us in the first instance. If you wish to exercise any of your rights concerning your personal data, you should contact Achieve together's Data Protection Officer (details in the 'contact us' section).

If you are not satisfied with the response you receive from us, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) who are the UK's independent authority set up to uphold information rights in the public interest:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk

Further information about your legal rights can be found on the ICO's website: www.ico.org.uk