

Recruitment Privacy Notice

This Privacy Notice was last updated on 1 May 2024

This Privacy Notice describes the types of personal information we collect during our recruitment process, why we collect it, how we use it, the conditions under which we may disclose it to others, how long we keep it for, how we keep it secure, and what your rights are in relation to your information.

Your use of other Coram services is governed by any applicable [terms and conditions](#) and by our general [Privacy Policy](#).

Any questions regarding this Privacy Notice and our privacy practices should be sent by email to dataprotection@coram.org.uk or by writing to the Data Protection Manager, Coram, Coram Community Campus, 41 Brunswick Square, London, WC1N 1AZ.

Topics:

- Who we are
- What personal information do we collect?
- How is your information used?
- What is our legal basis for processing your data?
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- Will Coram share your information with anyone else?
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Who we are

Coram is the country's oldest children's charity, dedicated to creating better chances for children since 1739. Coram is a registered charity (no. 312278). The registered address is 41 Brunswick Square, London, WC1N 1AZ. The Coram Group comprises the following charities and their trading subsidiaries: Coram, Coram Trading Ltd, Coram Life Education, Coram Children's Legal Centre, Coram Voice, Coram Family and Childcare, Coram Beanstalk, Coram BAAF, Coram Shakespeare Schools Foundation, CoramIAC and Coram Hemsall's

Our recruitment approach

We operate an "anonymous" recruitment process. This means that although we collect personal data and information, it is not shared with the recruiting manager, other career history and qualifications.

What personal information do we collect?

This privacy notice applies to all personal information provided by you in your job application (whether online through our recruitment software, or via email or post), any subsequent information supplied by you in connection with your application and any information obtained from third parties such as prior employers, the Disclosure and Barring Service and other sources. The personal information we collect might include:

During the initial selection phase:

- Personal data you provide which allows us to identify you: title, first name(s), surname
- Information you provide which enables us to contact you to organise recruitment interviews and tests: home address, home telephone number, mobile number, work telephone number, email address
- Information you provide to verify your eligibility against the selection criteria as set out in the recruitment advert: professional experience (name and address of employer, dates employed, job title, main tasks and responsibilities, reason for leaving, salary), job-related skills and competencies, education and training (qualifications awarded), membership of professional bodies
- Your personal statement (“reasons for applying”)
- Name and contact details of professional referees that you provide
- if you contact us regarding your application, a record of that correspondence
- details of your use of our recruitment tools and services
- the status of your application and updates on how it moves forward

All replies to the questions in the application form are obligatory, except for the replies to skills and competences not related to work, and diversity monitoring data. Applicants not answering the questions on the eligibility criteria during their application will be unable to continue the process and apply.

During the recruitment phase:

- Interview panel notes on candidate
- Diplomas, certificates and complementary training
- In case of an admission test: results of written and oral tests
- Proof from previous employment and references
- P45 or P46
- National Insurance number
- Criminal record
- Documents proving identity e.g. birth certificate, driving license, marriage/divorce certificate
- Documents proving nationality and right to work in the UK e.g. passport, work visa
- Professional registration e.g. Social Work England
- Sensitive information for diversity monitoring questionnaire (optional)
- Bank account details for payment of salary
- Name and contact details for emergency contact
- Any special adjustments you may need for testing and interview questions
- If required for your role, sensitive and personal information documented through the Warner interview process. More information on Warner interviews will be made available to you if and interview is required.

It is your responsibility to obtain consent from third parties before providing their personal information to us e.g. referees, emergency contact.

How is your information used?

We may use your information to:

- Assess your skills, qualifications and interests against our career opportunities;
- Verify your information and conduct reference checks;
- Conduct security and background checks if you are offered a job;
- Communicate with you;
- Inform you of career opportunities (if you consent to this);
- Create and submit reports as required by law or regulation;
- Improve our recruitment process;
- Enter into an employment contract with you in the case that you are successful; and
- Defend legal claims as necessary.

If you accept employment with Coram, the information collected will become part of your employment record and will be used for employment purposes. This will be governed by a separate privacy notice.

Legal basis for processing your data

By completing and submitting an application form for employment with Coram you are consenting to us using the information you provide in the way we outline above. You may withdraw your consent at any time, but this may result in us not being able to continue your candidacy for the job for which you have applied.

Our request for the information outlined above is based on Coram's legitimate interest in ensuring we recruit the candidates that best enable us to meet our charitable aims and safeguard our service users, employees and charitable resources.

Who at Coram will have access to your personal information?

Your data will be received by Coram's Human Resources department and the members of the selection panel for the purposes outlined above.

However, sensitive personal data which is volunteered on our diversity monitoring form will not be used at any stage of the recruitment process. This information will be kept strictly confidentially by Human Resources, according to the Data Protection Act 2018 and the General Data Protection Regulation 2018, and used for equality monitoring purposes only. This helps us to ensure that our recruitment process is fair and free from any bias.

Will Coram share your information with anyone else?

We will not sell or rent any information you provide to us through the recruitment process to third parties. Nor will we share your information with third parties for marketing purposes.

We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies). Generally, we will only use your information within Coram. However, sometimes Coram uses third parties to process your information on our behalf. For example, [Blue Octopus](#) provides the software that we use to manage our recruitment process, [Disclosure Services](#) process Disclosure and Barring Service (DBS) checks on our behalf and YOTI provide an online service to enable us to verify a candidates identity used to check the right to work in the UK . Coram requires these third parties to comply strictly with its instructions and Coram requires that they do not use your personal information for their own business purposes, unless you have explicitly consented to the use of your personal information in this way.

On occasion it may be necessary to conduct interviews via video, using third party software such as Microsoft Teams, Skype or Zoom. While we apply the maximum security settings available for these applications to protect the privacy of everyone on the call, please be mindful that these companies have their own privacy policies, which we do not accept any responsibility of liability for. If you have any concerns about the use of certain video software please inform us so that we can make alternative arrangements. No recording of the online interview is made. Interviewers will normally take notes of answers provided.

Your rights

We take reasonable steps that are designed to keep your personal data accurate, complete and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this privacy notice and applicable law (e.g. the General Data Protection Regulation).

You have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying or requesting deletion of the data. You also have the right to request a copy of the personal data we have collected about you.

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact our Data Protection Manager. Coram will reply within one month of receipt of your request.

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data.

How long will Coram keep your personal information?

Personal data of any candidate applying to Coram will generally be kept for six months after the last update received from a candidate. All candidates are encouraged to update their data when appropriate. With your consent, we may also retain application information to consider you for other jobs for which you may be qualified.

How will we secure your personal information?

We use a variety of data security measures intended to ensure the confidentiality, and integrity of your personal information, including the use of secure servers, firewalls, and encryption of application data.

Changes to this privacy notice

If we modify this privacy notice, we will post the revised version here, with an updated revision date. Please check back periodically, and especially before you provide any personally identifiable information.

Complaints

Coram tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously and encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. You have the right to complain at any time to the Coram Data Protection Officer.

In the event of a conflict concerning the processing of your personal data, you have the right to lodge a complaint with the supervisory authority in the UK:

Information Commissioner's Office

0303 123 1113

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

www.ico.org.uk

Contacting us

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact us:

- By email: dataprotection@coram.org.uk
- Or write to us at: Data Protection Officer, Coram, Coram Community Campus, 41 Brunswick Square, London, WC1N 2AZ