



JOB APPLICANT PRIVACY NOTICE

The UK left EU on 31 January 2020. Following the end of the Brexit transition period on 31 December 2020, most of the EU GDPR is retained in UK law by the European Union (Withdrawal) Act 2018, known as the UK GDPR, and sits alongside an amended version of the Data Protection Act 2018.

About Privacy Notice

As part of any recruitment process, Hostelling Scotland collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This privacy notice describes how we collect and use personal information about you during the recruitment process with us, in accordance with the UK General Data Protection Regulation (UK GDPR). It applies to all applicants including those who send their speculative applications to us.

Hostelling Scotland is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

What information do we collect and process?

The categories of personal data we will collect, store and use about you includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your criminal record;
- information about your entitlement to work in the UK; and



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- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents or collected through interviews or other form of assessments including practical tests and presentations.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a verbal job offer to you has been made and will inform you that we are doing so.

Why do we process personal data?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to process data to take steps at your request prior to entering into a contract with you.
2. Where we need to process your data to enter into a contract with you.
3. Where we need to comply with legal obligations.
4. Where it is necessary for our legitimate interests (or those of a third party) 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.

We may process special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, for the purpose of equal opportunities and to monitor recruitment statistics, with the explicit consent of job applicants, which can be withdrawn at any time by contacting Human Resources or gdpr@hostellingscotland.org.uk. We may also process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

We will not use your data for any purpose other than the recruitment exercise for which you have applied unless we have your prior agreement, for example, to keep your details on file in respect of future vacancies.



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If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before retaining your data for this purpose and you are free to withdraw your consent at any time by contacting Human Resources or email to gdpr@hostellingscotland.org.uk.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR, IT and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy.

We will not share your data with third parties, unless 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 Disclosure Scotland to obtain necessary criminal records checks.

We will not transfer your data to other countries, including the European Economic Area.

How do we protect data?

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.

Where we engage third parties to process personal data on our behalf (such as a recruitment agency), they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

For how long do we keep data?

If your application for employment is unsuccessful, we will hold your personal data on file for as long as necessary to fulfil the purposes we collected it for, usually six months after the end of the relevant recruitment process. At the end of the retention period, (subject as above if you have asked or consented to us retaining the data for longer in respect of future vacancies) your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Employee Privacy Notice.

It is not our standard policy to accept speculative applications and ask such candidates to



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apply for live vacancies which are advertised on our website, providing link to our website for information of our current job listings. Accordingly we will delete their emails with CVs/applications.

We may however wish to keep specific speculative candidate's CVs/applications as their background /skills /competency would be potentially suitable for a role that could be difficult for us to recruit. In this instance, we will contact you to seek your permission first to allow us to keep your personal data on file for six months. As part of this, we may also wish to forward your speculative application to relevant recruiting manager for future suitable employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

We do not accept unsolicited queries or applications from a recruitment agency or third party agent, with whom Hostelling Scotland does not have formal agreement for engagement through our Human Resources in order to process candidate personal data on our behalf. Any such applications will not be reviewed, and be deleted or destroyed.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request Hostelling Scotland to change incorrect or incomplete data;
- request Hostelling Scotland to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask Hostelling Scotland to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Data Protection Officer as noted below.

What if you do not provide personal data?

If you do not provide information required or requested to progress your application, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK, satisfactory references and (if applicable) an original copy of your recent Basic Disclosure certificate (or where applicable, PVG Scheme Record, if you undertake a regulated work with children).

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Note: Please also refer to Addendum.1 for further information.



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No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Automated decision-making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data Protection Officer

We have appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data protection officer:

Data Protection Officer
Hostelling Scotland
Head Office
7 Glebe Terrace, Stirling
FK8 2JA
E: gdpr@hostellingscotland.org.uk



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Contact for queries

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you have any queries about the process or how we handle your information, please bring your concerns to our attention without any delay so that we can deal with your concerns and queries by email to gdpr@hostellingscotland.org.uk.

We would also welcome any suggestions for improving our process and procedures. Please contact Human Resources Manager on recruitment@hostellingscotland.org.uk.

If you however believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

Information Commissioner's Office
Wycliff House
Water Lane
Wilmslow
SK9 5AF
T: 0030 123 1113

We keep our privacy notice under regular review. We reserve the right to update this privacy notice at any time, and we will provide information about a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This privacy notice was last updated on 19 January 2021.



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Addendum. 1

Coronavirus

Hostelling Scotland is responsible for ensuring the health and safety of its employees and all those affected by its activities so far as reasonably practicable. All employees share responsibility for achieving safe working conditions for themselves, colleagues, volunteers, contractors and Hostelling Scotland's guests. Hostelling Scotland therefore has a duty to minimise the risk of all infectious diseases spreading in the workplace, in particular COVID-19 and to take precautions in order to prevent the spread of this disease to our employees, volunteers, our guests and the general public.

In light of this, if you are successful, you are required, as part of offer conditions, to complete Covid-19 Confidential pre-Start Health Questionnaire and return to Human Resources prior to your proposed start date. Hostelling Scotland may need to review and consider appropriate steps that could be taken, including delaying proposed start date, advising you on self-isolation before you start or, where appropriate, withdrawing an offer.