applicant privacy policy

 Yorkshire Sport Foundation (YSF) collects and processes personal data from job applicants as part of the recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

**What information does YSF collect?**

We collect and process a range of information about you. This includes your:

* name, address and contact details, including email address and telephone number, date of birth and gender;
* qualifications, skills, experience and employment history, including start and end dates, with previous employers;
* nationality and entitlement to work in the UK;
* your criminal record (N.B. only for certain positions which require a DBS check);
* employment referee details
* medical or health conditions, including whether or not you have a disability for which YSF needs to make reasonable adjustments during the recruitment process; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

YSF may collect this information in a variety of ways e.g. application forms, CVs or resumes; personal data from your passport or other identity documents such as your driving licence; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, YSF may collect personal data about you from third parties, such as information from criminal records checks permitted by law (DBS).

We will only collect personal data about you from current or previous employers once a job offer has been made.

Data will be stored in a range of different places in paper format and in IT systems (including YSF’s email system).

**Why does YSF process personal data?**

We have a legitimate need to process data to manage the recruitment process, assess a candidate’s suitability for employment and to decide to whom to offer a job.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment starts.

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities and diversity monitoring. Data that we use for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so

**Who has access to data?**

Your information may be shared internally within the company and with relevant third parties for the purposes of the recruitment process.

We will not transfer your data to countries outside the European Economic Area.

**How does YSF protect data?**

We take the security of your data seriously. We have various internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees and relevant third parties in order to manage the recruitment process.

Where we involve third parties in the recruitment process, 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.

**For how long does YSF keep data?**

If your application is unsuccessful we will hold your data on file for a maximum of 6 months. At the end of that period your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

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

* access and obtain a copy of your data on request;
* require YSF to change incorrect or incomplete data;
* require YSF 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 we are relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or if you believe that YSF has not complied with your data protection rights, you can contact our Data Controller info@yorkshiresport.org

**What if you do not provide personal data?**

You are under no statutory or contractual obligations to provide data to YSF during the recruitment process. However, if you do not provide the information, we may not be able to process your application.