



Job Applicants Privacy Notice

As part of our recruitment process, White Leaf Support 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, detailed in the following privacy notice. White Leaf Support may update this statement at any time.

Who we collect information about:

- Job applicants for employment and volunteering opportunities

What information does the organisation collect?

White Leaf Support collects a range of information about you during the recruitment process. This includes:

- personal details – i.e. 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.
- vaccination status including covid19 and flu or exemption status.

White Leaf Support collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from criminal records checks, training records, details of your previous employment from recruitment agencies, or details of your financial history from credit check services. We will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in recruitment management systems and on other IT systems (including email).



Our website does not capture or store personal information, but does log the user's IP address and cookies to record the number of visitors to our website.

Interactions you have with our Facebook page, Instagram, Twitter or LinkedIn.

Why does the organisation process personal data?

White Leaf Support needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, we will need to process data to ensure that we are complying with legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation 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 and comply with legal or regulatory requirements.

White Leaf Support processes health information if needed to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, the organisation is 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 obligations and exercise specific rights in relation to employment.

We also need to process your personal information to decide whether to enter into a contract of employment and/or a contract for services with you.

We will not use your data for any purpose other than the recruitment exercise for which you have applied and any subsequent offer of a contract of employment and/or a contract for services.

How we use particularly sensitive personal information – Special Category Data

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example



whether adjustments need to be made during a test or interview, or other part of the recruitment process;

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
 - Where White Leaf Support processes special categories of personal data, such as information about ethnic origin, sexual orientation, or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that White Leaf Support uses for these purposes is anonymised or is collected with the explicit consent of employees, which can be withdrawn at any time. Employees and applicants are entirely free to decide whether or not to provide such data and there are no consequences of withholding this information. If you wish to withdraw your consent contact please discuss with HR or email kelly@whiteleafsupport.com

Information about criminal convictions

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you a role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Who has access to data?

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

White Leaf Support will not share your data with third parties, unless your application for employment is successful and you are offered employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.



The organisation will not transfer your data outside the European Economic Area.

For how long does the organisation keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. We retain your personal information for that period so that we can defend and respond to any legal claims and demonstrate that we have conducted the recruitment exercise in a fair and transparent way. At the end of that period, your data is securely deleted or destroyed in accordance with our data retention policy.

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 our employee privacy notice.

Your rights under Data Protection laws

You have the right to raise a concern about how we manage your data. You can also raise a concern with the Information Commissioner's Office (ICO) if you are not satisfied with the way White Leaf Support deals with your concern.

The right to be informed

You have the right to be informed about the collection and use of your personal data, including the purpose of processing the personal data, how long it is kept for and who it will be shared with. This information is set out in this Privacy Notice.

Accessing your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us using the contact details below. There is no charge for this so long as the request is not unusually large and we will respond to you within 1 month.

Correction & Removal

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove any information you think is inaccurate or no longer needs to be kept.



Objection & Restriction

In certain circumstances, you have the right to object to your personal data being processed, or to request that its use is restricted.

Data Portability

You can request that your data is made available in an electronic format that can be transferred to another organisation, in a safe and secure way, without affecting its usability.

Rights in relation to automated decision making and profiling

You have the right to be informed of any use of your data that involves automated decision making any profiling. Currently White Leaf Support does not profile personal data. White Leaf Support has one automated decision-making process for staff data, this is where a driving licence and access to a vehicle are essential for specific posts. This decision-making is necessary to ensure the applicant has the capacity to enter into a contract of employment where car usage is essential, and to avoid the risk of infringement of relevant road safety legislation such as the Road Traffic Act 1998.

Other websites

Our website, Facebook page, Instagram page, Twitter feed and LinkedIn profile may contains links to other websites. White Leaf Support's privacy policy only applies to White Leaf Support's website so when you link to other websites you should read their privacy policies.

Changes to our Data Protection & Privacy policy

We keep our privacy policy under review and we will place any updates on our website. White Leaf Support's privacy policy was last updated in September 2021. White Leaf Support's full Data Protection Policy can be viewed on White Leaf Support's policies and procedures folder or can be made available to you upon request.

Lawful Basis for processing

The lawful basis for most of our personal data processing of your information is where it is necessary for the purposes of White Leaf Support's legitimate interests. Where White Leaf Support relies on legitimate interests as a reason for processing data it has considered whether or not those interests are overridden by the rights and freedoms of service users and has concluded that they are not.



The lawful basis may in some instances be because we have your consent to process your personal information. Where this applies this will be made clear to you and you can withdraw your consent at any time.

We may also process your information for other reasons, such as where we are under a legal or contractual obligation to process or disclose the information; or where we need to protect your vital interests or those of another person.

Some personal information is treated as more sensitive (for example medical or diversity information). The legal basis for processing these special categories of personal information is more limited. To process special categories of personal data lawfully, we must identify a specific lawful basis for the processing, which may be because we have your consent; we need to protect the vital interests (health and safety) of you or another person; you have already made your personal information public; we or another person needs to bring or defend legal claims; there are substantial public interest grounds.

How to contact us

If you have any questions about this Privacy Notice, or the information we hold about you, please contact Kelly@whiteleafsupport.com

Personal information provided to or to be gathered by White Leaf Support is controlled by White Leaf Support Ltd, 1 Lancaster Court, Coronation Road, High Wycombe, Bucks, HP12 3TD