

Charnwood Neighbourhood Housing Limited

Data Protection Notice – Information for Potential Job applicants

Thank you for enquiring about a vacancy with Charnwood Neighbourhood Housing Limited. If you decide to proceed further and to submit an application form you will be providing Charnwood Neighbourhood Housing Limited with confidential personal information about yourself. Charnwood Neighbourhood Housing Limited has a requirement to inform you under data protection legislation how this information may be used. Charnwood Neighbourhood Housing Limited proposes:

1. That it will process and store any confidential information you submit in accordance with the 1998 Data Protection Act.
2. With the exception of the successful applicant, the application form, and any other information submitted, will be used only for recruitment purposes including the short-listing and interviewing of candidates.
3. Only the members of the short-listing and interviewing panels, and any other line managers/ administrative/human resource staff assisting in this process, will have access to the information.
4. The referees you name on the application form will be asked to provide a reference for you, provided you have been short-listed for the post. If you tick in the designated box in the References Section of the application form then your referees will be approached only after interviews have taken place.
5. If you are not short-listed any information submitted by you will be kept for a period of 6 months after the appointment decision and then destroyed. If you are the successful applicant your application form will be retained for the duration of your employment and for a further reasonable period beyond this.
6. As part of your application you are asked to give details about previous convictions for criminal offences where relevant, as explained in the more detailed guidance notes attached with this recruitment information. For some posts further checks on criminal records are made with the Criminal Records Bureau - if it applies to the vacancy for which you have applied, then further notes on this will be in the material being sent to you.
7. Successful applicants may have their previous employment history verified with their previous employers.
8. Charnwood Neighbourhood Housing Limited's policy requires the use of criteria for short-listing and interviewing that produces results that are objective, consistent and fair to applicants. Those who have received appropriate training will deliver any tests that may be used.
9. Information will only be sought and retained at interview that is necessary to making the recruitment decision.
10. The successful applicant will be asked to complete a medical questionnaire. A member of the HR team will contact you to make the necessary arrangements. Once completed, the form is either returned directly to the HR team or sent to the Occupational Health provider appointed by Charnwood Neighbourhood Housing Limited. In the latter case, the Occupational Health provider will advise Charnwood Neighbourhood Housing Limited whether you are fit for the job applied for.
11. Referees will be asked to provide sickness data for the previous two years.
12. For internal candidates references aren't required but information may be sought from your current line manager.

Should you have any questions in relation to any of these matters please contact the Human Resources Team on 01509 634903 or e-mail personnel@cnh.org.uk