

## PRIVACY STATEMENT: INFORMATION FOR CANDIDATES



### Who we are

As a subsidiary of NECA, NECA Recruitment Ltd is not a “typical” high street agency. The agency was set up to support specialist organisations in the recruitment of suitably trained and experienced professionals into the Health and Social Care sector.

We work with clients in all areas including; Substance Misuse, Housing, Mental Health, Offending, Youth Work, Learning Disabilities, Not for Profit and Community Interest Organisations.

NECA Recruitment is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use the personal information you provide to us, in accordance with the General Data Protection Regulation (GDPR).

### The type of information we hold about you

NECA Recruitment needs to keep and process information about you. The information we hold and process will be used for management and administrative use only. We will keep and use it to enable us to run our services and manage our relationship with you effectively, lawfully and appropriately. This includes during the recruitment process, whilst you are working on our behalf, at the time when your assignment or registration with us ends, and after you have left.

We typically collect personal information directly from you however we may sometimes be required to collect additional information from third parties e.g. referees.

The information that we collect, store, and use may include:

#### *Personal Data*

- Contact details
- Right to work documents
- Details of driving license / Insurance
- Emergency contact details
- A copy of your CV
- Qualifications
- Professional memberships
- Employment history
- Bank details
- NI number
- Tax details
- References
- Details of criminal convictions

#### *Special Category Data*

- Racial or ethnic origin,
- Religious or philosophical beliefs
- Data concerning health
- Data concerning sexual orientation.

Where we process special categories of information we will always obtain your explicit consent unless this is not required by law or the information is required to protect your health in an emergency

***It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes at any time.***

## How we use your personal information

We use personal information to enable us to comply with our terms of engagement, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings.

The purposes for which personal data will be held and processed include but are not limited to the following categories:

- Administration and maintenance of candidate profiles
- Assessing suitability for job roles and submitting CVs to hiring organisations (third parties)
- Administration of pay and payroll functions (including sharing of information with NECA's outsourced payroll provider - Tait Walker)
- Checking Right to Work and Criminal Records, (unspent convictions, as designated by the Criminal Justice Act, 1974).
- Communicating with you about services we offer and potential employment opportunities
- Providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes and HMRC;

The purposes for which special category data will be held and processed include but are not limited to the following categories

- Managing obligations under the Equality Act e.g. considering how your health affects your ability to undertake roles and whether any adjustments might be appropriate.
- Disclosure of sensitive personal anonymised information, i.e. ethnic origin to stakeholders.
- Disclosure of sensitive personal anonymised information to (the Government's) National Statistics Office, i.e. gender, salary.

You will not be subject to decisions based solely on automated decision-making.

## Data processing

Our legal basis for processing personal information includes:

- Consent: you have given us clear consent for you to process your personal data for a specific purpose.
- Contract: the processing is necessary for the performance of our terms of engagement.
- Legal obligation: the processing is necessary for us to comply with the law.
- Vital interests: the processing is necessary to protect your life.
- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party

## Data Sharing

We may need to share your data with third parties, including prospective hiring organisations/ employers and third-party service providers.

We may share your personal information with third parties where required by law, where it is necessary to perform the conditions of our agreement with you, to manage our working relationship with you, or if we have another legitimate interest in doing so.

We require third parties to respect the security of your personal information and to treat it in accordance with the law.

## Retention of data

We may keep and process information that you give us to satisfy our operational and legal obligations. This information is stored securely, either on our computer systems with restricted access, or paper records in locked cabinets

We will keep your data only for as long as is necessary. After such period your data will be securely disposed of.

## Your Rights

Under certain circumstances you have the following rights in accordance with GDPR law:

- Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
- You have a right to request copies of the data held about you by NECA Recruitment; to do so please submit a Subject Access Request in accordance with the Data Protection Policy.
- If at any point you believe the information we process about you is inaccurate or incomplete you can request to see this information and have it corrected or deleted.
- You have the right to object to the processing of your personal data and you may also ask for data to be erased.
- You have the right to request the restriction of processing of your personal information
- You have the right to request the transfer of your personal information to another party

## Access to data

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact NECA Recruitment in writing :

NECA Recruitment Ltd  
Derwent Point  
Clasper Way  
Swalwell  
Newcastle Upon Tyne  
NE16 3BE

Email: [recruitment@neca.co.uk](mailto:recruitment@neca.co.uk)

Phone: 0191 4146446

## How to obtain more information

The Data Protection Officer (DPO) for NECA is Keith McIntyre, Quality Assurance Manager.

If you have any queries or concerns as to how your data is processed you can contact the DPO on:

Email: [gdpr@neca.co.uk](mailto:gdpr@neca.co.uk)

Phone: 0191 4146446

NECA is registered with the Information Commissioner's Office for which a description of the purposes for which NECA process personal and sensitive information is recorded. This information is publicly available at: [www.ico.gov.uk](http://www.ico.gov.uk).

If you have a complaint, NECA will endeavour to promptly deal with any issues you may have regards how your data is handled, however you have a right to complain to the ICO.