

## **Privacy Statement: Application for Employment**

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**This Privacy Notice is provided to you by the trustees of Erskine Parish Church (the Congregation) in order to comply with data protection law and to ensure transparency in the collection and use of your personal data.**

Erskine Parish Church is a Scottish Charity (SC017177).

Our registered office is at 1 Rashielee Drive, Erskine PA8 6HS.

We take the issue of security and data protection very seriously and strictly adhere to the Data Protection Act of 2018 and the UK GDPR applicable from 1 January 2021.

Any queries relating to this Privacy Statement or our privacy practices should be raised with our Data Protection Officer, William McGregor.

He can be contacted via email [session.epc@gmail.com](mailto:session.epc@gmail.com)

Copies of our full Data Protection Policy are available on request.

### **Data Controller**

Clyde Presbytery, Scottish Charity SCO016779 is the Data Controller for the Congregation.

### **Purpose of Statement**

The purpose of this statement is to make you aware of how Erskine Parish Church will handle your personal information in relation to your application for the position of Youth Outreach Worker.

The Statement explains:

- What personal information we need to collect from you
- Why we need to collect it
- How this information is processed and stored
- What personal information about you may be requested from third parties
- How long we keep your personal data
- How and when we dispose of your personal information
- Your data protection rights

## **Information Collected by the Congregation**

The Congregation has appointed an interview panel led by a recruitment co-ordinator to process the recruitment procedure. Only the panel and Administration Assistant have access to the recruitment documents.

## **Application and Personal Information Forms**

On your application form you will be asked to provide us with a range of personal details. We are unable to process your application without this information.

### **Identifying Information**

- Your name and address
- Your phone number and email address
- Date of birth and gender
- Your nationality and entitlement to work in the UK
- Connection (if any) to current trustees of Erskine Parish Church
- Disability (if any)

*This information is required to identify you and enable us to contact you in relation to your application.*

*All completed application forms will be allocated a number for reference purposes. Only one person has access to the front page, they will contact applicants selected for interview. They do not participate in shortlisting or interview processes.*

### **Employment History, Skills and Experience**

- Information about your current employment
- Information about your employment history
- Details of your vocational and/or academic qualifications
- Information about your relevant knowledge, skills and experience

*This information is used to allow the interviewing panel to select a shortlist for candidates for interview. Only the administrator and interview panel members have access to this.*

### **Professional References**

- Contact details of people we may contact for a professional reference on your behalf

*We only seek references after the interview stage if you are being considered for the position. Only panel members have access to this information*

### **Equalities Monitoring**

This information is collected from the personal information form. It is not forwarded to the interview panel. We collect information from applicants on ethnic origin, sexual orientation, health and religious or philosophical beliefs. It is used to help ensure that our recruitment practices are open, fair and non-discriminatory.

## **Reasonable Adjustments**

We ask if you have a disability or chronic health condition. If it is one which will require a reasonable adjustment to be made either during the recruitment process or if you were to be offered the position, please provide details on the Personal Information Form. The Safeguarding Officer will be informed and may share the information with the interview panel if relevant.

## **Criminal Record Checks**

The Youth and Community Worker is a regulated position which requires us to seek criminal record checks from Disclosure Scotland. Any offer of employment will be subject to satisfactory checks in this regard. Information of this nature is restricted to the Administration Assistant and Safeguarding Officer. It is provided by you on the Personal Information form.

## **Retention of Personal Information**

If you are not selected for interview, we will dispose of your personal information six weeks following the interview date.

If you are selected for interview but not offered the position, we will keep your details for six months following the appointment.

Any information held electronically will be permanently deleted from our system.

Paper documents will be shredded confidentially.

If you are offered and accept the position your application and interview details will be transferred to our HR files and held securely on our system. Further information on our storage and use of employee personal data will be provided with your offer of employment.

## **Your Rights**

You can ask us at any time

- For a copy of any personal information we hold about you
- To correct any inaccuracies in the information we hold about you
- To delete the personal data we hold about you

If you wish to exercise any of these rights please contact our Data Protection Officer, William McGregor. His details are on page 1 of this statement.

You have the right to complain to the Church of Scotland if you are unhappy with how we have processed your personal information. You can complain via email to:

[Privacy@churchofscotland.org.uk](mailto:Privacy@churchofscotland.org.uk)

Or in writing to:

Law Department

Church of Scotland

121 George Street

Edinburgh EH2 4YN

You also have the right to complain to the Information Commissioner's Office about our use of your information. Contact details are:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

website: [ico.org.uk](http://ico.org.uk)

**Please note:**

**Your application form requires you to sign a declaration that you have read and understood the contents of this Privacy Statement.**