



Sheffield &
Rotherham

Sheffield & Rotherham Wildlife Trust

37 Stafford Road

Sheffield, S2 2SF

0114 263 4335

mail@wildsheffield.com

wildsheffield.com

@WildSheffield

For nature, for everyone

Sheffield and Rotherham Wildlife Trust

Our Privacy Notice for Applicants: Keeping Your Personal Data Safe

Sheffield & Rotherham Wildlife Trust works for a better future for wildlife, people and the green spaces we all rely on. We are a legally registered as a charity and a company in the name of 'Sheffield Wildlife Trust' and one of a network of 46 Wildlife Trusts across the UK. Our registered charity number is 700638.

Wildscapes, our Community Interest Company, is a registered company number: 5911369. This company is a wholly owned subsidiary of Sheffield & Rotherham Wildlife Trust and trades only to raise funds for our charitable organisation.

This privacy notice applies to both the Trust and Wildscapes.

Our Policy: Sheffield & Rotherham Wildlife Trust (SRWT) is committed to keeping an individual's personal details safe. We will never sell your personal data. For our full policy please [click here](#).

Why do we collect your personal data and how do we use it?

We need to collect and process data from you in order to contact you about your application, assess your employability and, if successful, enter into an employment contract with you.

The Trust also collects sensitive categories of data from applicants, including information about your gender, age group, ethnic origin, religion or belief. This is done to help us monitor how inclusive we are across our community. We will only do this with your specific consent and the information will be anonymised after receipt.

We collect health information relating to any disability under the Equality Act 2010. This is so that the Trust can make any 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.





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For some roles, the Trust has set out the requirement to have an enhanced Disclosure and Barring Service (DBS) as a condition of employment with the job description and this would form part of your contract of employment.

The Trust may also need to process data from job applicants to respond to and defend against legal claims.

As defined by the ICO, the lawful basis for processing your data for these purposes is because we have a '*legitimate interest*' (for processing your application, assessing employability and your suitability for the role) and then a '*legal obligation*' (required by law e.g. eligibility to work in the UK). Where the Trust 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 applicants and has concluded that they are not. You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide this information, the Trust may not be able to process your application properly or at all.

We will seek specific '*consent*' for collecting your sensitive data. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

What kind of personal data do we collect?

As part of recruitment and administering your contract of employment with us if offered a role, the Trust collects and processes a range of information about you. Most of the time, we collect this data from you directly, including information contained in your application form, HR forms, HMRC New Starter forms and/or a P45. For example:

- your name, address, email, phone number, national insurance number and bank details (especially if successful or claiming expenses)
- information about your skills, training and expertise
- eligibility to work in the UK before employment starts
- previous employer
- references and certificates to confirm experience, skills, training or qualifications
- disclosure barring service check if working with children, young people or vulnerable adults
- information about your current level of remuneration
- pension entitlement/enrolment
- driving license and car insurance details





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And with your specific consent and/or for legal reasons we may also collect the following sensitive data:

- whether or not you have a disability for which the Trust needs to make reasonable adjustments during your employment (please see why in section above).
- your gender, age band, religion, belief or ethnicity (please see why in section above).

How we store and share your data

The majority of the personal data processing we undertake is carried out by our staff at the Trust. For the purposes of IT hosting and maintenance this information is located on secure servers within the European Union, with the exception of Gmail and GDrive which is hosted by Google worldwide. We do, however, transfer some personal data: to our bank for processing, to HMRC and to our pensions' provider. When we do so we will always have a contract in place with the relevant third party to ensure they will at no point have ownership over the data we provide. In some specific cases we may share applicants' details with a funder or partner.

The Trust will share your data with: your former employers to obtain references for you, the DBS to obtain necessary criminal records checks if the role has been scored as requiring a criminal record disclosure and if successful HMRC, pension provider and if relevant childcare voucher scheme.

We have data protection procedures in place to oversee the effective and secure processing of your personal data. Personal electronic data (including sensitive data) is held in databases stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data. Your information will be shared internally for the purposes of recruitment within but not limited to these teams: Finance & Support Services, Payroll, IT, HR, H&S, Snr Management Team and the line/recruiting manager.

How long will we keep your data?

If your application for employment is unsuccessful, the Trust will hold your data on file for (six months) after the end of the relevant recruitment process. At the end of that period (or once you withdraw your consent), your data is deleted or destroyed by shredding (paper) and deletion (electronic). Please contact us if you wish us to delete the personal data we hold about you. .





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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 a new privacy notice (staff privacy notice).

For more information about how long we keep different types of personal data please contact the Senior Admin Officer about our data retention schedule

What are your rights? Making a complaint

We respect your right to control your data: to be informed, access, correct, delete, restrict and use your own data. If at any point you believe the personal data we hold about you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Senior Admin Officer who will investigate further. Please also refer to our HR handbook.

You also have the right to request a copy of the information we hold about you at any time. If you would like a copy of some or all of your personal data then please phone, email or write to us:

Telephone: 0114 2634335

Email: hr@wildsheffield.com

Post: see above

Please clearly label your enquiry 'Personal Data Request'. We will send you a Data Enquiry Form to complete and return and will respond to your request within 28 days of receipt. We may make a charge for this service in exceptional circumstances.

For further assistance with complaints regarding your data, please contact the Information Commissioner's Office, whose remit covers the UK:

Telephone: 0303 123 1113 or email: casework@ico.org.uk

