

Privacy notice for job applicants

Information about our Privacy Notice is available in other formats such as in larger print, audio-format and Braille, on request. Information can also be provided in other languages, as appropriate.

Our name and registration details

Blue Triangle (Glasgow) Housing Association Limited.

We are registered with:

The Scottish Housing Regulator:	1835RS
OSCR (Office of the Scottish Charity Regulator):	SC010858
ICO (Information Commissioners Office):	Z5674566

Contact details

Blue Triangle (Glasgow) Housing Association Limited
100 Berkeley Street
3rd Floor
Glasgow
G3 7HU

Phone: 0141 221 8365
Email: admin@btha.org.uk
Website: www.btha.org.uk

Our role

We are the data controller, that is, we are responsible for processing your personal information. This includes information in electronic and paper formats.

Information about our representative

Our representative to whom queries should be sent is:

Dr Stewart Montgomery GDPR@btha.org.uk

Section 2: Information that you have provided to us

Why we gather your personal information

We gather your personal information for the following purposes:

- implementing an effective human resource strategy that is accountable and complies with law and relevant guidance, as well as governance policy;
- meeting equality law and relevant guidance by addressing the needs of individuals;
- meeting our health and safety workplace requirements; and
- using information, as permitted, in any relevant legal or complaint actions; and
- satisfying any other business and organisational needs and policy requirements.

Legal basis for processing your personal information

The legal basis for processing your personal information is based on the following factors:

- processing is necessary to assess your suitability for employment with the Association, including confirming information provided on your application is correct and confirming your right to work in the UK; and/or
- processing is necessary to comply with legal and regulatory obligations to which we are subject.

If we gather any personal information about you that is based on consent, then we must first obtain your agreement. We would also tell you why we are gathering such information. You are free to withdraw your consent to us processing such personal information at any time.

Notes

Note 1: Other conditions on which personal data can be processed lawfully include protecting the vital interests of an individual or meeting our legitimate interests, for example, our business interests. If we gather any personal information based on these conditions, we would tell you.

Note 2: We can only process certain personal information known as “special category personal data” if particular legal conditions are met. For example, compliance with employment, social security and social protection law. Examples of such personal data are data relating to: ethnicity (or race); health; religious beliefs; sexual orientation and trade union membership.

Organisations to which we provide (or might provide) your personal information

We only share your personal information with other organisations in line with our data sharing arrangements and our data sharing procedures. These arrangements are based on law and good practice guidance.

Organisations to which we provide your personal information are:

- auditors;
- Disclosure Scotland to comply with the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 if you apply for a post the involves regulated work;
- HMRC;
- occupational health companies for pre-employment health checks;
- organisations such as the National Office for Statistics and the Scottish Housing Regulator;
- organisations that carry out surveys and audits of our employment practices, including recruitment and selection;
- other employers, or individuals, to obtain references in order to confirm job application details;
- regulatory bodies such as the Care Inspectorate, the Scottish Housing Regulator and the Scottish Social Services Council.

Transferring personal information abroad

Our present policy is not to transfer information outside of the United Kingdom and/or Europe (the “European Economic Area”). If our policy were to change and this resulted in information being transferred outside the UK or EEA, then we would advise you and ensure that adequate safeguards exist to protect your information.

Section 3: Fair and transparent processing

We now provide you with the following information to ensure that we:

- process your personal information fairly and transparency; and
- provide you with information about your rights.

Storage of personal information

We decide how long to keep your personal information using our data retention procedure. This procedure is based on law and guidance.

For further information, please contact us as noted above.

Your rights

Your rights include the rights to:

- request access to your personal information;
- rectify this information;
- erase this information;
- restrict the processing of this information;
- object to the processing of this information; and
- data portability that allows you to move personal information from one IT system to another.

If processing of personal information is based on consent, then you also have the right to withdraw your consent at any time.

Note: We give you comprehensive information about all your rights in a separate leaflet. This can also be provided electronically

Complaint procedures

If there is a breach of data protection law, then you may complain directly to the Information Commissioner’s Office at:

The Information Commissioner's Office – Scotland
45 Melville Street
Edinburgh
EH3 7HL

Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Personal information: contractual or statutory requirements

Providing your personal information to us is required to meet obligations of the employment contract and legal provisions. For example, information is required to meet duties relating to equality and employment legislation.

Note: If such information is not provided, then this may affect our ability to assess your application for employment with us.

Personal information: contractual or statutory requirements

Providing personal information is a contractual requirement in order to meet both obligations of the contract of employment and statutory requirements.

Automated decision making

Automated decision making is the process when someone makes a decision about you based solely on data processed electronically and not involving human intervention. This also includes profiling based on automated processing.

You have a right not to be subject to such decision making.

Section 4: Personal information gathered from a third party

Why we gather your personal information from another organisation or person

The purposes for gathering your personal information are to meet the requirements of our pre-employment checks in relation to any candidates who are offered a position with the Association.

The legal basis for processing personal information

The legal basis for processing your personal information is based on the following factors:

- processing is necessary to assess your suitability for employment with the Association, including confirming information provided on your application is correct and confirming your right to work in the UK; and/or
- processing is necessary to comply with legal and regulatory obligations to which we are subject.

Categories of personal information that we gather from a third party

- information relating to health and fitness to meet the requirements of the new role;
- information provided to us by other organisations and/or agencies for post holders who undertake regulated work with us in line with legal provisions such as criminal convictions checks and professional registrations; and
- references.

Organisations to which we disclose (or might disclose) your personal information

These are explained in Section 2.

Sources of personal information gathered from a third party, including any public accessible sources

Our sources of personal information gathered from third parties include:

- Disclosure Scotland;
- employers or other individuals whose details are provided for the purposes of providing an employment/character reference;
- occupational health companies or GP practices; and
- Scottish Social Services Council.