

[To be linked to job application form](#)

## Job Applicant Privacy Notice

As part of any recruitment process, the BEF collects and processes personal data relating to job applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the BEF collect?**

The BEF collects a range of information about you. This includes the following:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK

The BEF collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The BEF will also ask you to undertake an equal opportunities monitoring survey but this survey will be collected on an anonymised basis.

The BEF will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks if required. The BEF will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the BEF process personal data?**

The BEF needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the BEF needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The BEF has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the BEF to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The BEF may also need to process data from job applicants to respond to and defend against legal claims.

Where the BEF 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 employees or workers and has concluded that they are not.

The BEF processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the BEF is obliged to seek information about criminal convictions and offences. Where the BEF seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment and the safeguarding of children or vulnerable adults to whom it may owe a duty of care as a sports governing body.

The BEF will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The BEF will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The BEF will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

The BEF will not transfer your data outside the European Economic Area.

### **How does the BEF protect data?**

The BEF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Only those employees involved in the recruitment process have access to your data through restricted access files. Electronic files have restricted access and any paper copies of your data are held in locked cabinets.

### **For how long does the BEF keep data?**

If your application for employment is unsuccessful, the BEF will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

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.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the BEF to change incorrect or incomplete data;

- require the BEF to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [name, contact email or address].]

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the BEF during the recruitment process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

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.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.