

Job Applicants, employees and former employees

When individuals apply to work at ALLIANCE, we will request your name, address, telephone number, e-mail address, recruitment history, education, referees, personal statement, whether you consider yourself to be disabled, your accessibility requirements, your right to work in the UK, whether you are registered with a PVG scheme, and whether you are facing any charges for offences or have a criminal record. This information is required for the performance of the contract into which you are taking steps to enter.

We will also request that you complete an equal opportunity form which collects information on your gender, sexuality, age, employment status and ethnic origin. This is not mandatory information; if you choose not to provide it, it will not affect your application. This information will not be made available to any staff outside of our Corporate Services team. We will use the information you supply to us to produce and monitor equal opportunities statistics.

If you have indicated that you consider yourself to be disabled, we will ask if you have any accessibility requirements in order that we can make any reasonable adjustments for your interview and, if you are the successful candidate for your employment.

Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from Disclosure Scotland we will not do so without informing you beforehand, unless the disclosure is required by law.

Where we take up references, the information will be retained for only 2 weeks from the receipt of the reference.

Application forms may, on some occasions, be shared with external interviewers who are involved in short-listing candidates for interview and participating in interviews.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed and deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with the ALLIANCE, we will require to collect additional information for normal employment purposes. In addition to the information provided on your application form this will include your national insurance number, date of birth, qualifications, student loan/postgraduate loan details, bank details, emergency contact information, your right to work in the UK etc.

This information will be used for management and administrative purposes and where necessary will be shared with external organisations such as our Scottish Council for Voluntary Organisations (SCVO) Payroll, TPT Retirement Solutions, Enjoy Benefits (childcare vouchers), Disclosure Scotland and HMRC.

The information that we hold about you will be used to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during

the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the ALLIANCE and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as Disclosure Scotland, DWP, HMRC and the Home Office.

During the course of your employment types of information we hold will include your application form, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage provider confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as your qualifications, training records, performance reviews, other performance measures, flexible working requests and, where appropriate, disciplinary and grievance records.

We are required to obtain evidence of your right to work in the UK and this evidence must be retained for the duration of your employment and for 2 years after. This information includes copies of your passport, visas, status under EU settlement scheme, biometric residence cards or permits and checks undertaken on the UK government "prove your right to work" tool. This must be provided prior to your start date.

We will also take your photograph which may be published on our website together with your name, job title and short biography and used in other promotional material e.g. as an attachment to an opinion piece you wrote.

You will inevitably be referred to in many ALLIANCE documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the ALLIANCE.

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any reasonable adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and ALLIANCE sick pay.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is required by law, or the information is required to protect your health in an emergency or if you have volunteered the information. Where we

are processing data based on your consent, you have the right to withdraw that consent at any time.

We will disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider (SCVO), pension (TPT Retirement) or childcare voucher schemes (Enjoy Benefits), Home Office and solicitors.

We will provide information in response to reference requests to third parties, to whom you have provided your consent, however, we will not seek your consent to do so.

Your personal data will be stored for the entirety of your employment and for a further six tax years to comply with financial and legal requirements.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.