

Peabody Privacy Statement

This statement explains how Peabody Trust (Data Controller) intends to use the information you provide in your application (including via this online software); it also explains your rights. If you choose to submit data, you agree to the use of such data in line with this Privacy Notice.

As defined by the UK General Data Protection Regulation ("GDPR") Peabody Trust (45 Westminster Bridge Road, London, SE1 7JB) is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly, and that you understand your legal rights under the GDPR. Peabody's Data Protection Officer can be contacted at DPO@Peabody.org.uk

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a Data Processor under the GDPR. They will only process your data in accordance with Peabody's instructions. networkx can be contacted at: The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley LS21 3JP. The Data Protection Officer for networkx is Rob Baker and can be contacted at dpo@networkxrecruitment.com

Why are we collecting your information?

We need your information to assess your application. The lawful condition under GDPR we use to process this data is called "necessary in the performance of a contract". This is in reference to your potential employment contract.

Where we ask for diversity data and it is not needed specifically for making any reasonable adjustments, we process this based on your "consent". You don't have to provide these details, but if you choose to do so, it helps us to ensure fairness/equality in our employment practices.

How do we collect your data?

We collect most data directly from you. Our recruitment process also requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

Right to work and reference checks?

We use a third-party data processor to carry out reference and right to work checks. All our data processing partners go through due diligence checks before we share any personal data and they can only use your data to carry out the relevant checks.

Automated screening tools

We use some automated screening tools as part of this application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive. The reason for the decline will be made available to you in your candidate account.

Video interview

Should you be successful at the application stage, you may be required to carry out a video interview. We use our third-party provider, Tazio to carry this out. We only send them the minimum amount of data required to perform this action.

To view Tazio's privacy policy, click on the following link:

<https://www.tazio.co.uk/legal/privacy-statement.php>

The recruitment software collects only personal data that is voluntarily provided by visitors. As part of the registration process, we may collect the following (but not limited to):

- Name, address, email, telephone number
- CV (where applicable)
- Answers to questions around your recruitment preferences
- Any other information you wish to provide in support of building up your candidate account

How long do we keep your information for?

We keep personal data in your application for 12 months. If you are successfully recruited, we will upload your details to Peabody's HR system. This information will be kept for the period of your employment and for up to 7 years afterwards.

You can find more information about your rights under GDPR below.

By ticking the box, you acknowledge that you have read, understood, and agree with this Privacy Notice.

☐ I have read the Privacy Notice

Your rights under GDPR

You have several rights which allow you to choose and control how we use your data. These rights are explained below. If you would like to exercise these rights please contact your Recruitment Advisor who will support you.

Transparency: You have the right to be informed about how we are using your data. If you think we are doing something with your information that we have not told you about in this Privacy Notice, you can object to this.

Access: You have the right to ask us what personal information we hold about you, and to request a copy.

Objection: You can object to the processing of your personal data. You should note that this right does not apply in all circumstances, for example, where we are processing information because it is necessary in the performance of contract, we will not be able to stop processing this information. This also includes the right to object to automated decisions made about you – you have the right to ask a person to review the decision made.

Withdrawal of consent: If we are processing your data based on your consent, you can withdraw this consent at any time.

Rectification: If you think that the personal data we hold about you is inaccurate or incomplete, you have a right to request that it be rectified.

Erasure: You can ask us to delete your personal data where it is no longer necessary for us to use it, where you have withdrawn consent (if we process based on consent), or where we have no lawful basis for keeping it.

Data portability: You can request the transfer of your personal information to another party under certain circumstances.

Appeal: If you are not satisfied with the way that we have dealt with your personal data, please let us know and we will try and resolve your concerns. If you are still not happy with our response, you have the right to appeal directly to the regulator – the Information Commissioners’ Office <https://ico.org.uk>, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113.