



Online Recruitment privacy policy

Why do we have a privacy policy?

Place2Be is committed to privacy for everyone who accesses this site. Under the General Data Protection Regulation (EU) 2016/679 (the "GDPR"), and the Data Protection Act 2018 ("DPA"), we must comply with certain requirements which are designed to ensure that any data you provide to us is processed with due care and attention.

What sort of data do we collect?

Place2Be collects personal data about you to help in the recruitment process. This data consists of information including your name, address, e-mail address, work and education history and your responses to and the results of assessments administered through the site, plus details of your eligibility to work.

Why do we process this personal data?

We process this personal data as necessary to aid the recruitment process. We may also use data collected in our system to help us to understand our users as a group so that we can provide you with a better service.

Why do we collect and process sensitive personal data?

We collect, and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, for example equal opportunity laws. By using this website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to the Place2Be's Recruitment Team in connection with the recruitment process.

Do we pass data to third parties?

We do not pass your data to any third parties.

How is this data safeguarded?

The security of your data is extremely important to us. Access to your personal data is only provided to our staff who help us to process data, in order to help with the recruitment process.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page or, if substantial, may be promoted on the website or through e-mail notification.

How do you remove your name from the database?

Your Place2Be online recruitment account will be active for 12 months after it was last used. After 12 months of non-usage we will contact you and ask you if you want to keep your details on our database. If you do not indicate by signing in to Place2Be's online recruitment website that you wish your details to be retained on our database, we will archive your account. You may also delete your account at any time in the 'Administer Your Account' section of your Place2Be online recruitment account.

How do you unsubscribe from future mailings?

If you have Place2Be online recruitment account, you can stop receiving emails by updating 'My Details' section.

What are our charity's details?

Registered office address: Place2Be, 175 St. John Street, London, England, EC1V 4LW Tel: 020 7923 5500.

Registered charity number 1040756 (England and Wales) SC038649 (Scotland).
Registered Company number 02876150.

You can read the Privacy notice on our main website here: place2be.org.uk/privacy

Terminology

Archiving - this is the process where candidate users are asked if they want their personal data to remain on the Place2Be's online recruitment database. If a user does not indicate that they wish their details to be retained, their record is deleted from the database. This means that the candidate will not be able to sign in to Place2Be's online recruitment account and also means that their details will not be accessible by Place2Be's Recruitment Team. Please note this process is carried out in accordance with the Data Protection laws.

Data - information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

General Data Protection Regulation (EU) 2016/679 (the "GDPR"), and the Data Protection Act 2018- these laws set out the principles relating to the use of personal data to ensure that the rights of the person who is the subject of the data are protected under the law.

Personal data - means any information relating to an identified or identifiable natural person ('data subject');

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Privacy policy - this statement by Place2Be which explains the ways that we try to protect our users' data.

Recruitment process - the process of gaining employment and recruiting new staff or counsellors on placement and the ongoing administrative process involved once a user has gained paid employment or a placement.

Sensitive personal data - personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.

Third Parties - these are companies and people other than Place2Be.

Usage of data in the system - this is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future.

Users - people who use our website and register their details with us for the purposes of recruitment, either to gain paid employment or a placement.