

## **Volunteer Applicant Privacy Notice for Solent Mind**

As part of any recruitment process, Solent Mind collects and processes personal data relating to volunteers. Solent Mind is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does Solent Mind collect?

Solent Mind collects a range of information about you. This includes:

your name, address and contact details, including email address and telephone number;

details of your qualifications, skills, experience including referees;

whether or not you have a disability for which the organisation needs to make reasonable adjustments; and

equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Solent Mind 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, including online tests.

Solent Mind will also collect personal data about you from third parties, such as references supplied by former employers or others, and information from criminal records checks. Solent Mind will seek information from third parties only once a volunteer 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 Solent Mind process personal data?

Solent Mind has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from volunteer applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for volunteering and decide to whom to offer a role. Where the organisation 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 volunteers and has concluded that they are not.

Solent Mind processes health information if it needs to make reasonable adjustments to the recruitment process for volunteers who have a disability.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Solent Mind is obliged to seek information about criminal convictions and offences. Where the organisation 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.

The organisation will not use your data for any purpose other than the volunteer 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 who may work in partner organisations, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Solent Mind will not share your data with third parties, unless your application for volunteering is successful and it makes you an offer. The organisation will then share your data with former employers/others to obtain references for you, background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

### How does the organisation protect data?

Solent Mind 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. Solent Mind has appointed a Data Controller and has internal policies and controls, e.g. systems restrictions.

### 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 organisation to change incorrect or incomplete data;

require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing; and

ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Human Resources, 15/16 The Avenue, Southampton, SO17 1SXF. If you believe that the organisation 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 Solent Mind during the volunteer recruitment process. However, if you do not provide the information, Solent Mind 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.