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Data Protection Statement for Recruitment

Introduction

Energy Saving Trust is dedicated to ensuring your personal data is protected during the recruitment process with us. This document sets out how we ensure the processing of your personal data is carried out in compliance with relevant data protection laws.

Scope

This document applies to all processing of personal data during Energy Saving Trust’s recruitment process.

Definitions

**Personal Data** means any information relating to an identified or identifiable natural person

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction

What information we collect about you

Energy Saving Trust will most commonly collect the following types of personal data during the recruitment process:

* Name
* Contact information
* Date of birth
* Gender identity
* National Insurance Number
* Qualifications
* Employment history
* Right to work evidence

* Any other information contained within application documents e.g., your CV and covering letter

Please note we may record your interview if it takes place virtually via Microsoft Teams. We will always advise you in advance if the interview is to be recorded.

When we collect information from you

When Energy Saving Trust collects information about you, your personal data will only be processed when there is a lawful basis for doing so. Most commonly, we will process your information:

* When it is necessary to fulfil our own legitimate interest in assessing your suitability for the role you have applied for
* When it is necessary to comply with our legal obligations around ensuring all prospective employees have the right to work in the United Kingdom

Where we collect information from you

Energy Saving Trust will most commonly collect your personal data in the following ways:

* Directly from you through the course of our application and recruitment process
* From an employment agency appointed on your behalf through the application and recruitment process

Sharing information about you

We use third party providers to support our recruitment and onboarding process. For example, we use third parties to:

* Carry out necessary right to work checks
* Carry out credit reference checks where required for your role

How long we retain your information

If you are successful in your application, Energy Saving Trust will retain your personal data for the course of your employment with us, plus any post-employment retention periods where required by law. During your onboarding process, you will receive a copy of our Data Protection Policy.

If you are not successful in your application and you do not go on to work for us, your information will be permanently deleted after one year.

Your rights

The UK GDPR provides individuals with the following rights regarding their personal data:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

Full information on your rights can be found in our privacy policy [here](https://energysavingtrust.org.uk/privacy-policy/), or you can request a copy from our Data Protection Officer at dataprotectionofficer@est.org.uk.