

Privacy Notice – Job Applicants

Tricuro is a local authority trading company owned by Bournemouth, Christchurch, and Poole Council, providing care and support to adults, their families, and carers.

When you apply to work for Tricuro we want you to be confident that your information is safe. We are committed to protecting your privacy, looking after your personal information securely, and ensuring that we process your information appropriately, fairly, and lawfully.

A privacy notice describes how we collect, use, retain and share information we have about you. We will explain your rights in relation to your information, and what we do to make sure your information is kept safe. This is needed because Tricuro is registered as a data controller with the Information Commissioner's Office (the ICO).

What is personal information?

This is any information that can identify you as an individual, it includes your name, address, and date of birth. As a job applicant we will ask for information about your work history, education etc. There is a second category known as sensitive personal information which may include medical and financial information or race / ethnic origin.

Why do we collect and hold personal information?

We ask for and collect personal information to comply with our legal and contractual obligations in relation to your potential employment, ensuring that we follow good practice in carrying out effective recruitment and selection. We will only collect information which is proportionate to this and will strive to ensure it is accurate and up to date.

This is a lawful basis for using your details as we need to meet legal obligations, peruse our legitimate business interests, and protect our position in the event of any legal proceedings.

Who do we collect information from?

As well as information which you give us, we may receive information from other organisations or agencies who may be involved in administering your application. This may include outsourced HR (including recruitment) and payroll services and digital platforms, Disclosure and Barring Service, and training providers.

How do we use the information?

We use this information in a variety of ways:

- To administer the application process for example arranging interviews.
- To carry out our legal obligations including checks on right to work in the UK, and DBS checks for roles working with vulnerable adults.
- To shortlist and select based on the information you provide about your skills, experience, and qualifications.
- To support the selection process using what you tell us at interview and the notes made.
- To request references if you are offered a role.
- To share with other organisations to process your application. This includes our outsourced Human Resources support which carries out occupational health checks if an offer is made and digital platforms we use to help with onboarding.
- To collate information on all applicants so as a business we can look at equal opportunities etc. This information is anonymised once the data has been collected so no one can be identified.

How do we share information?

When we need to share information with another organisations, for example Bournemouth, Christchurch and Poole Council or partner organisations who support elements of the recruitment process, such as Occupational Health providers, we will only give them information that relates to the task the organisation is carrying out and we will not share more information than necessary.

If we wish to share your information for any reason not covered above, we will need to obtain your explicit consent. This means we would tell you what information we want to share and why we want to share it.

Only in exceptional circumstances, such as where we believe that failing to do so would put you or someone else at risk, will we share information without your explicit consent. This could include where we are legally required to provide information to a third party.

We will never share your information with third parties for marketing purposes.

How do we store and retain your information?

We will strive to ensure any information held is up to date and accurate. The information we hold is stored securely and in accordance with the General Data Protection Regulations 2018. Information will be held in secure paper and electronic formats, which will be accessible and restricted to those who need to know the information.

If you join Tricuro we will retain your records and personal information following the schedule for employee records, after this they will be securely destroyed or deleted. If your application is unsuccessful, all records will be destroyed after six months, unless you have expressly asked us to retain them for any future opportunities.

What do you need to do?

You are asked to ensure that information you provide us is accurate and up to date. It is also helpful if you advise us of any changes to your details that we need to know.

What rights do you have?

You have the right to request access to your information. This is known as a subject access request or SAR. A specific procedure must be followed if you want to see your information. Please contact us to ask for a copy of the policy and SAR request form.

You also have the right to have out of date or inaccurate data corrected, to request your data is deleted once the retention period has passed or if you feel it is not justified for us to keep it; and to restrict the processing or sharing of your information. Any restriction or withdrawing of your consent to share your information may affect how we can administer and progress your application.

What if I have a query, complaint or would like more information?

If you have any concerns or complaints about how we collect, use, hold or share your information, you should contact us without delay:

Beech House, 28-30 Wimborne Road, Poole, Dorset BH15 2BU.

Telephone: 01202 797888

Email: enquiries@tricuro.org

If you are not satisfied with our response to a complaint, you can contact the Information Commissioner's Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113.

Website: www.ico.org.uk