



Privacy Statement (Applicants)

Identity and Contact details of Data Controller

Community Housing Cymru (CHC) is an umbrella body of housing associations in Wales. As an organisation, we seek to:

- Influence government policy
- Support and promote the work of our members
- Be a voice for the sector

Our details:

Community Housing Cymru Group
2 Ocean Way, Cardiff, CF24 5TG
www.chcymru.org.uk
02920674810
privacy@chcymru.org.uk

We are a Registered Charity (1128527) and a Registered Data Controller (ZA334456).

Data collected and purpose of processing

As an organisation, we will only hold the information that is essential for us to carry out a fair selection process.

As such, we will only collect the following information from you:

- Name
- Job title
- Email
- CV
- Phone Number
- Submission Form
- Equal Opportunities Form
- Selection Tests

Legal basis for processing

We hold this information under the Article 6 of the GDPR, for processing under legitimate interests.

For us to consider you for a particular role, we need to know what your job history has been, as well as the skills and qualities you possess, which are essential for the successful performance of the role.

Recipients or categories of recipients

The Admin Assistant will be the direct recipient of the applications, and these will be sent to them in either an electronic version, or as a hard copy, marked Private and Confidential. The Admin Assistant will save these to a secure folder on the internal network, as well as keeping a copy on their email.

All applications will be reviewed by the interview panel, including the Director of Resources and OD.



Retention Period or criteria applied

All applications will be saved to the secure internal drive and will only be printed off for the shortlisting process. Applications will not be discussed amongst the interview panel except during the process of shortlisting.

All applications will be stored up to 6 months after the interview date, as well as any notes that have been made during the interview process. This will provide the basis of feedback which will be given by the Director of Resources and OD to all unsuccessful shortlisted candidates.

The information collected about the prospective employee will constitute part of their Recruitment Record, which will be kept for the whole time of their employment and for 6 years after they have left CHC. This will also include the references that they have supplied us with after they were offered the position.

Individual rights under GDPR

Under GDPR, every data subject has the following rights:

- **Access** – every data subject is entitled to request any information which is processed by our organisation. Please contact privacy@chcymru.org.uk with the subject title '**Subject Access Request**'. We will require you to provide two pieces of ID to ensure that we are giving the information to the right person. We will respond to your request within one month. There is no charge for a subject access request, but repeated and burdensome requests may incur a charge.
- **Rectification** – you, as the data subject, have the right to have any inaccurate data held on you updated without delay. Please contact privacy@chcymru.org.uk with the subject title 'Data Rectification' and we will deal with your enquiry within 10 working days.
- **Erasure** –if you request for us to delete your information, we will do so. Please contact privacy@chcymru.org.uk with the subject title '**Data deletion**' and we will deal with your enquiry within 10 working days.
- **Restriction of processing** – you are entitled to restrict what we use your data for. Please contact privacy@chcymru.org.uk with the subject title '**Data Processing Restriction**' and we will deal with your enquiry within 10 working days.
- **Object to processing** – you have the right to object to our processing of your data at any point. If you no longer wish for us to hold data on you, then please contact privacy@chcymru.org.uk with the Subject line '**Objection to Processing**' and we will deal with your enquiry within 10 working days.