

## Recruitment Applicant Privacy Notice

This Privacy Notice describes how Turn2us (the operating name of Elizabeth Finn Care) collects and processes personal data about recruitment applicants. This notice also outlines how we protect your privacy and information rights.

This notice informs recruitment applicants how we process your personal data, when you apply for a role or vacancy with Turn2us. For the purposes of UK Data Protection Act, Turn2us is the "data controller." This means that we are responsible for deciding how we hold and use personal data about you.

### Our contact details

#### Turn2us (Elizabeth Finn Care)

Hythe House, 200 Shepherds Bush Road  
London, W6 7NL

[Recruitment@turn2us.org.uk](mailto:Recruitment@turn2us.org.uk)

### What is 'personal data'?

'Personal data' is any information that relates to and identifies you or can identify you as an individual.

### How will we process your personal data?

Turn2us will process your personal data in accordance with the UK Data Protection Act 2018. We require some of your personal data in order to fulfil our legal and contractual obligations and, where in the legitimate interests of Turn2us, to consider a recruitment applicant for a role or vacancy in line with our recruitment process. In the event that we make an offer of employment to you, we will only use your personal data when the law allows us to.

### The type of personal data we hold about you

We may collect personal data regarding recruitment applicants, including:

- Contact information (e.g., name, title, addresses, telephone numbers, and personal email addresses);
- Employment and education history (including employment history, qualification(s), and references);
- Recruitment information (e.g., other information included in a CV or cover letter or as part of the application process).
- Any other information which may be voluntarily disclosed by the recruitment applicant as part of the application process.

### What is the purpose of the processing?

Most commonly, we will use your personal data in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation under statutory codes of practice);
- Where it is necessary for our legitimate interests.

In General, the purpose of us collecting your data is to enable us to facilitate recruitment and determine suitability for the role.

### Who will my information be shared with?

In certain circumstances, we may disclose some of your personal data to the following recipients:

- Employment Lawyers and courts.
- Information technology systems providers (duly appointed as data processors) involved in the provision of services to Turn2us and/or its Employees.

### Your rights in connection with personal data

Under data protection law, you have certain rights including:

- **The right to be informed** about the collection and use of your personal data.
- **The right of access** to receive a copy of your personal data and other supplementary information.
- **The right to rectification** of your personal data to correct inaccuracy or complete where it is incomplete.
- **The right to erasure rights** in certain circumstances; you have the right to ask us to erase your personal data (this is also known as the 'right to be forgotten') in certain circumstances.
- **The right to restrict processing** to ask us to restrict the processing of your personal data in certain circumstances.
- **The right to data portability**, this means the right to obtain and reuse personal data for other purposes across different services in certain circumstances.
- **The right to object** to the processing of your personal data in certain circumstances.
- **Rights in relation to automated decision making and profiling**, you have the right not to be subject to automated decision making or profiling where this activity produces legal effects.

If you make a request, we have one calendar month to respond to you. All requests should be made to the [Data Protection Lead](#).

### Security and retention

Turn2us takes steps to protect the recruitment applicants' personal data against loss or theft, as well as from unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held. Turn2us retains personal data regarding unsuccessful recruitment applicants for six months after last contact.

### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to the [Data Protection Lead](#).

If you are dissatisfied with how we have used your data you can also complain directly with the [Information Commissioner's Office \(ICO\)](#).

The ICO's address is:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow



Turn2us  
Employee Privacy Notice  
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Cheshire  
SK9 5AF

Helpline number: 0303 123 1113