

Citizens Advice East Herts

Privacy Notice - Applicant Data

The information we need from applicants to either a paid or volunteer role:

We need information in order to process your application within and legal and good practice guidelines. This includes:-

- An application form or CV which will include your name, address, telephone contact number, email address.
- A supportive statement or letter if applicable.
- Contact details of your referees.
- References taken up.
- Equal opportunities monitoring form.
- Details of the shortlisting and interview process and score cards if applicable.

How Citizens Advice East Herts stores your information

We store your information on a server, a cloud based system (Google) and a paper file is kept in a locked filing cabinet. The recruitment panel, Finance and Office Manager and Volunteer HR Assistant have access to this information but may share with others within the organisation if there is a business need to do so.

Equal opportunities monitoring forms are separated from the application form immediately on receipt and anonymised.

Application forms of unsuccessful applicants are kept for 6 months and then securely shredded on site.

How Citizens Advice East Herts share your information

We do not share your information with other organisations. Information may be shared with emergency services should it be necessary to do so.

Contact Citizens Advice East Herts about your information

If you have any questions about how your information is collected or used, you can contact Laura Hyde, Chief Executive.

You have a right to request a copy of your data

You have the right to request access to your data

You have the right for erasure of your data

You can find out more about your data rights on the Information
Commissioner's website www.ico.org.uk