



Privacy Notice- Job Applicant

The Privacy Notice is a public document which applies to North London Muslim Housing Association (NLMHA) to explain how the organisation collects and processes personal information about job applicants, the purpose for which it is kept, and your rights under the General Data Protection Regulation (GDPR) related to data processed about you, should you apply to work for NLMHA. This applies whether your application is received direct by NLMHA or via an agency.

Who we are

NLMHA is a data controller of personal information for the purposes of GDPR. Our contact details for data protection purposes are as follows:

North London Muslim Housing Association

15B-15C Urban Hive, Theydon Road, London E5 9BQ

020 8815 4200

The individual responsible for data protection compliance at NLMHA is Moosa Bhamjee

Why do we collect and store personal information?

In order to consider your application for employment with NLMHA, we need to process certain personal information about you. We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter in a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles to.

Should an offer be made, a further processing privacy notice will be provided alongside any offer covering how such data is used and stored during the processing of offers and subsequent employment.

What personal information do we collect?

Processing at the recruitment stages includes the collection, storage, retrieval, alteration, disclosure or destruction of data. The kind of data NLMHA processes includes:

- Personal details such as your name, contact details and address;
- Details of your skills, qualifications, experience, education and employment history;
- Right to work information (e.g. passport, national insurance number)

We also capture some sensitive personal data about you (e.g. disability information, ethnicity). We do this for equal opportunity monitoring and in order to make reasonable adjustments to enable our

candidates to apply for jobs with us. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic format (including email) on our internal IT systems and also in paper form within our HR department. Your information may be shared internally for recruitment purposes, strictly for decision making purposes. We do not share your data with any third parties. If your application is unsuccessful we may keep your personal data on file for any suitable employment opportunities. Such data is normally retained for 1 year following completion of our recruitment processes in the event of an offer of employment not being made.

Your rights

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you have the right to complain.

In the first instance, please contact our Customer Services team by email at customer.services@nlmha.com

You have the right to complain to the ICO if you think we have breached the GDPR. You can contact the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 0303 123 1113 / <http://www.ico.org.uk/>