



**Who are we?**

We are the Community Alliance Broxbourne and East Herts. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, via email at [admin@communityalliancebeh.org.uk](mailto:admin@communityalliancebeh.org.uk) or by telephone on 0300 123 1034.

Our appointed Data Protection Officer is Sarah Forbes. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at [sarah@communityalliancebeh.org.uk](mailto:sarah@communityalliancebeh.org.uk) or by telephone on 0300 123 1034.

**What personal data do we collect?**

When you apply for a position with Community Alliance Broxbourne and East Herts, we ask you for certain details including your full name, address and contact details. We also collect other details about your education, previous posts, interests and hobbies, your reasons for applying for the post and any details you include in your supporting statement. Additionally, we collect details of two references.

We collect information such as your ethnic origin and gender for equal opportunities monitoring and also collect information on any disabilities that you may have.

We also ask you whether or not you have any criminal convictions and details of these. We only ask for this information for posts which require a DBS check as they are exempt from the Rehabilitation of Offenders Act 1974. This information is collected on a separate form.

**Why do we collect this information?**

This information is collected to assess your suitability for the position and contact you to arrange an interview, if applicable. We collect this information in our legitimate interests, which is to find a suitable candidate for the role.

We collect details of your disability, if you have one, so that we can make adjustments to help facilitate your interview. We ask for your consent to collect this information. We collect information for equal opportunities monitoring and other sensitive information with your explicit consent obtained on the application form.

We also ask you whether or not you have any criminal convictions and details of these with your explicit consent obtained on the form.

**What do we do with your information?**

The information you provide us with will be held securely by Community Alliance Broxbourne and East Herts and shared with relevant staff and will only be used for the purposes mentioned above. We will only share information with 3<sup>rd</sup> parties if we are required to by law. We do not use the information that you provide us with to make automated decisions that might affect you.

**How long do we keep your information for?**

We keep your information securely for 6 months. If you are appointed the position, we will keep your information in line with our employment privacy notice which will be issued to you at the time of appointment.

**Your rights over your information**

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate. You can also request that we give you a copy of the personal data we store about you and to stop using your information for a period of time if you think we are not doing so lawfully.

For information collected with your explicit consent you have the right to withdraw your consent and ask us to delete it. If the data was collected in our legitimate interests, you also have the right to object and/or ask us to delete them.

If you wish to make a request for any of the above, you can do so by emailing, writing or telephoning us using the contact details above.

**Your right to complain**

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF