**PRIVACY STATEMENT**

**APPLICANTS FOR EMPLOYMENT/OR**

**VOLUNTEER POSITIONS AT THE CLD TRUST**

Policy document no: DP12

The CLD Trust is a registered charitable trust. In applying for a vacancy at the trust we will be receiving and holding personal data.

In line with data protection legislation we are required to inform you how we collect, store and use your personal data.

The personal data that we use in our recruitment and selection processes includes:

Name, address, date of birth, qualifications, employment and training history, salary information and professional development. Information about any medical or sickness history and your health and ethnicity is also collected.

The information we gather assists the trust in the discharge of our duties as an employer and forms part of our safer recruiting policy.

All individuals engaged to work for The CLD Trust are required to have Enhanced Disclosure and Barring certification and additional personal data will be requested for this process.

Once your data has been provided to the trust it is stored within our secure systems for a maximum period of six months after which it will be destroyed.

If there is a reason we would like to retain your information and data for a longer period we will contact you to obtain your consent. This consent will be recorded.

None of your data is shared with anyone outside this organisation without your consent. The only exceptions to this apply in relation to the safeguarding and protection of children, young people and adults and UK law. The trust will inform you if this is the case.

Individuals have a right to know what information is held about them. A subject access request may be made at any time in writing to the trust’s Chief Executive.

When a request is made, we will provide you with details of the information we hold, from where it was received and how long we are holding it.

We take our use of personal information seriously, if you believe our information is incorrect or your information is not being stored within the regulations please do contact us. You can also contact the Information Commissioners office