

September 2026

Candidate Privacy Notice

Document Number: C004-10

Owner: Data Protection Officer

Policy Applicable: All Candidates

Version: 1

Reviewed: Annually



1. Introduction

This privacy notice explains how we collect, use, and protect your personal data during the recruitment process. We are committed to ensuring that your privacy is protected in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

We process your personal data in accordance with the principles of lawfulness, fairness, transparency, data minimisation, accuracy, storage limitation, integrity, and confidentiality.

2. Who We Are

FearFree Charity Limited are a charity (1064764) and company limited by guarantee, registered in England (3360057). The registered office is at Oak House, Epsom Square, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG.

FearFree Charity Limited is a charity providing support to families and individuals affected by domestic abuse, sexual violence and stalking. We operate in the South-West of England, with offices in Devon, Gloucestershire and Wiltshire.

FearFree Charity Limited is registered with the Information Commissioner's Office (ICO) as a Data Controller – registration number **Z8493529**.

3. What Data We Collect

We may collect the following personal data from you:

- Name, contact details, and address
- CV, cover letter, employment history, qualifications
- Interview notes and assessment results
- References and background check information
- Right to work documentation
- Equal opportunities monitoring data

If you do not provide certain information requested, we may be unable to process your application or progress your candidacy where that information is necessary.

4. Sources Of Personal Data

We primarily collect personal data directly from you. In some cases, we may obtain data from third parties such as:

- Recruitment agencies
- Referees provided by you
- Background check providers

5. How We Use Your Data

We use your data to:

- Assess your suitability for a role
- Communicate with you during the recruitment process
- Conduct interviews and assessments
- Make hiring decisions
- Comply with legal obligations

6. Legal Basis for Processing

We process your data under the following legal bases:

- **Consent** – when candidates have consented and provided their personal data to be included within the recruitment process.
- **Legitimate interests** – to manage recruitment and assess candidates - Where we rely on legitimate interests, we have carried out a Legitimate Interests Assessment to ensure that our processing is necessary and that your rights and freedoms are not overridden.
- **Legal obligation** – to verify right to work and comply with employment law

Where we process special category data (such as equal opportunities monitoring information or criminal information), we rely on your explicit consent (Article 9(2)(a)) or, where applicable, for reasons of substantial public interest in accordance with Schedule 1 of the Data Protection Act 2018.

7. Data Sharing

We may share your data with:

- Recruitment platform providers
- IT and system support providers
- Background screening providers (e.g. DBS)
- Professional advisers where required (e.g. legal or HR support)

All third parties are contractually required to respect the security of your personal data and to process it in accordance with the law. We do not allow third parties to use your data for their own purposes.

8. International Transfers

Your personal data will be stored and processed within the United Kingdom. We do not transfer candidate data outside the UK.

9. Data Retention

We retain candidate data for up to 12 months after the conclusion of the recruitment process. This is to:

- Respond to any queries or complaints
- Defend potential legal claims
- Consider candidates for future suitable roles (with consent where required)

After this period, unsuccessful candidates' data will be securely deleted or anonymised. Successful candidates' data will be retained in accordance with our employee and volunteer privacy notice.

10. Your Rights

You have the following rights in respect of your personal data. In order for you to exercise these rights, we may need to confirm your identity through a form of ID such as a passport or driving licence so that we can verify that you are the data subject before releasing data to you.

10.1. The Right to be Informed

You have the right to be told about the collection and use of the personal data you provide. This privacy notice sets out the purpose for which we process your personal data, how long we will keep your data and with whom we will share your data. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.2. Right of Access

You have the right to know whether we are processing your personal data, and to a copy of that data. We would need as much information as possible to enable us to locate your data. We will respond to your request within 30 days of receipt of your request. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.3. Right to Rectification

You have the right to have any incorrect personal data corrected or completed if it is incomplete. You can make this request verbally or in writing. We will need as much information as possible to enable us to locate your data. We will review any request and inform you of our decision within 30 days of receiving the request. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.4. Right to Erasure

This right, often referred to as the right to be forgotten, allows you to ask us to erase personal data where there is no valid reason for us to keep it. We will review any request and inform you of our decision within 30 days of receiving the request. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.5. Right to Restrict Processing

You have the right to ask us to restrict the processing of your data. We will review any request and inform you of our decision within 30 days of receiving the request. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.6. Right to Data Portability

You have the right to move, copy or transfer your personal data from one IT environment to another. This right applies to data that you have provided to us and that we are processing on the legal basis of consent. We will respond to your request within 30 days of receipt of your request. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.7. Right to Object

You have the right to object to our processing of your personal data based on legitimate interests. Your objection should be based on your particular situation. We can continue to process the data if we can demonstrate compelling legitimate grounds which override your interests.

If you want to know more about this right, the ICO has more guidance on their [website](#).

10.8. Rights relating to Automated Decision-Making including Profiling

You have rights in respect of automated decision making, including profiling. FearFree does not use automated decision-making tools. If you want to know more about this right, the ICO has more guidance on their [website](#).

10.9 The Right to Lodge a Complaint

If you are unhappy with how FearFree has handled your personal data, you have the right to make a complaint. In the first instance, please contact our Data Protection Officer at dpo@fearfree.org.uk. We will then follow our C011: Data Protection Complaints Procedure.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Details are provided below. The Information Commissioners Office enforces and oversees the Data Protection Regulations.

10.9.1. Information Commissioner's Office

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

Email: casework@ico.org.uk

To exercise any of your rights, please contact dpo@fearfree.org.uk.

11. Processing based on consent

Where you have given consent for processing, or explicit consent in relation to the processing of special category data, you have the right to withdraw this consent at any time, however this will not affect the lawfulness of processing based on consent before its withdrawal. To opt-out please contact dpo@fearfree.org.uk.

12. Security

We implement appropriate technical and organisational measures such as access controls, encryption where appropriate, staff training, and secure systems to protect your personal data from unauthorised access, loss, or misuse.

13. Automated Decision-Making

We do not use automated decision-making in our recruitment process.

14. Contact Us

If you have any questions or concerns about this notice or your data, please contact:

Data Protection Officer: dpo@fearfree.org.uk