

## **Applicant Privacy Notice – Rainbows Hospice for Children Babies and Young People**

Rainbows takes the privacy of your personal data very seriously. When you apply to work or volunteer for us, we want you to be assured that your personal data is protected.

Please read this privacy notice carefully, as it contains important information on who we are and how and why we collect, store, use and share your personal data.

It also explains your rights in relation to your personal data and how to contact us or the UK's data protection regulator (**The Information Commissioner's Office**), if you have a complaint or question about how we process your personal data.

This privacy notice is applicable to anyone who applies to work at Rainbows on a permanent and a non-permanent basis or as a volunteer (collectively referred to in this privacy notice as "**you**", "**employee**" and/or "**volunteer**").

This categorisation is for convenience and does not indicate any particular employee, volunteer or other status.

The controller of your personal data is Cope Childrens Trust (**Rainbows Hospice for Babies, Children and Young People**) A company registered in England under company number 02743297 with its registered office at Lark Rise, Fairmeadows Way, Loughborough, Leicestershire, LE11 2HS (referred to in this privacy notice as "**we**", "**us**" or "**Rainbows**").

If you have any questions about this privacy notice or how we process your personal data, please contact our Data Protection Officer (**DPO**) using the details below:

**by email to:** [dpo@rainbows.com](mailto:dpo@rainbows.com)

**by post to:** Lark Rise, Fair meadows Way, Loughborough, Leicestershire, LE11 2HS.

We regularly review this privacy notice and will update it where necessary and where possible we will inform you of any important changes.

This privacy notice was last updated on 27 November 2024

If you would like to receive a copy of any previous versions, please contact our DPO at [dpo@rainbows.com](mailto:dpo@rainbows.com)

### **How do we collect information from you?**

We obtain information about you when you:

- a) visit our careers page via the Rainbow's website and apply for a paid role;
- b) apply for a paid role via an external job board;
- c) contact us directly regarding a job role/volunteering position;
- d) apply via a third-party recruitment agency; or
- e) apply for a volunteer role, via a PDF or hard copy application form.

### **What personal data do we collect about you?**

Throughout your application, we will collect and process personal data about you.

This includes the following information:

- a) basic contact details including; your full legal name, telephone number, personal email address, and postal address;
- b) CV containing your full work or education history\*;
- c) references from previous employer(s), education establishments, or character references for volunteers;
- d) a criminal check and background checks;
- e) date of birth;
- f) your nationality and immigration status\*;
- g) details of professional development training\*;
- h) qualifications and professional memberships status\*; and
- i) details of any previous support received from Rainbows.

Personal data identified with an \* only applies to those applying for a paid role.

**What is our lawful basis for using your personal data?**

When Rainbows processes your personal data, we must have a lawful reason to do so under data protection legislation (“**lawful basis**”).

The table below sets out the personal data we process and our identified lawful basis.

We require the personal data identified with an \* in order to comply with our legal obligations or assess you for a role (volunteering and paid). If you do not provide this personal data, we may not be able to continue with your application.

Personal data processed	Potential volunteer or employee	Purpose of processing	Lawful basis
Basic contact details including full legal name; telephone number; personal email address; and postal address*	Volunteers and employees	To contact you, in order to discuss your application with Rainbows	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability for a role and screen individuals
	Employees	To enable us to send you updates of any future relevant positions at Rainbows, if you are unsuccessful in your original application	Consent
CV and full work history *	Employees	To assess your suitability to work for us and the role	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability

		advertised	for a role and screen individuals
Your nationality and immigration status *	Employees	To demonstrate that you can legally work in the UK	Legal obligation
Details of your working requirements	Volunteers and employees	To understand your requirements for the role and assess your suitability	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability for a role and screen applications
Opinions and responses given to a series of competency-based questions during your interview*	Volunteers and employees	To assess your suitability for the position for us and to determine if you fit with the culture of Rainbows	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability for a role and screen applications
Details of professional development training or relevant qualifications*	Employees	To assess if you have suitable qualifications or training for the role that you are applying for	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability for a role and screen applications
Details of past experience with Rainbow's services	Volunteers and employees	To determine if you need additional support and services during your application	<b>Legitimate Interests:</b> to allow Rainbows to assess suitability and provide support to those who have relied on our services in the past

Time of entering and leaving the hospice and date attended	Volunteers and employees attending an interview/meeting at the hospice	To have a full oversight of who is on site at the hospice in the event of an emergency	Legal obligation
CCTV images	Volunteers and employees attending an interview/meeting at the hospice or one of the charity shops	To provide a safe and secure environment at our hospice and shops. To maintain appropriate records in the event that we need to commence or respond to and manage any legal proceedings or requests for footage	<b>Legitimate interests</b> To provide a safe and secure environment at our hospice and shops. To maintain appropriate records in the event that we need to commence or respond to and manage any legal proceedings or requests for footage
Car registration details	Volunteers and employees attending an interview/meeting at the hospice	To manage access to the hospice carpark	<b>Legitimate interests:</b> to ensure anyone parking in the hospice carpark has authorisation and the emergency services have access at all times

**Special category data**

During the application process, it will be necessary for Rainbows to collect and process more sensitive personal data about you (**Special category data**).

Special category data includes details of religion, ethnicity or special requirements you may need due to a health condition. Processing this personal data will allow Rainbows to;

- a) make any reasonable adjustments for any initial meetings and interviews;  
and
- b) monitor and support equality and diversity within our selection process.

### **Disclosure and Barring Service**

All clinical employees, and certain roles where there is unsupervised contact with children will meet the criteria for "regulated activity" set out within the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (access to standard DBS certificates) and by the Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates) and will be subject to an enhanced check.

Where employees or volunteers do not meet the criteria for Regulated Activity, they will undergo a standard check if they are based within the hospice.

All employees and volunteers will be subject to background screening checks, as part of the selection and onboarding process, as stated by the Quality and Care Commission.

If you require any further information regarding the processing of special category data, please contact our DPO at [dpo@rainbows.com](mailto:dpo@rainbows.com)

### **Sharing your personal data with third parties**

As part of the selection process, Rainbows will share your personal data with third parties. This is to assist with the process and the operational running of our hospice and charity.

The types of third parties with whom we will share your personal data includes:

- a) our online recruitment platform provider;

- b) IT services providers;
- c) recruitment agencies;
- d) DBS platform;
- e) regulatory or law enforcement agencies;
- f) professional advisors, such as lawyers and accountants;
- g) prospective/previous employers (reference purposes); and
- h) potential purchasers of some or all of our Charity or on a re-structuring.

When we share your personal data with third parties, we only permit them to process your personal data for specified purposes in accordance with our instructions. We require all third parties to respect the security of your personal data and to treat it in accordance with data protection laws.

### **Keeping your personal data secure**

We have appropriate security measures in place to prevent personal data from being accidentally lost, used or accessed in an unauthorised way.

We limit access to your personal data to those who have a genuine business need. Those processing your personal data will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with a suspected personal data security breach. We will notify you and the Information Commissioner's Office of a suspected personal data security breach where we are legally required to do so.

### **How long do we keep your personal data for?**

If you are not successful for a paid role or volunteer role, we will retain your personal data for a further **6 months**. This allows Rainbows to respond to any queries regarding your application or to contact you about other relevant positions if you have provided consent (paid roles).

If you are offered a role, as either an employee or volunteer, at Rainbows, your personal data and will be retained in accordance with our Employee and Volunteer Privacy Notice.

### Transferring data overseas

In some cases, we may need to transfer personal data outside of the United Kingdom (**UK**). Where this is the case, we will only share the minimal amount of personal data necessary for the purpose of processing and, where possible, we will share the personal data in an anonymised form.

Whenever we transfer your personal data outside of the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- a) we may transfer your personal data to countries for whom there has been an adequacy decision by the UK Secretary of State (as applicable) confirming that the country provides an adequate level of protection for personal data;
- b) we may use specific contracts approved by the UK Secretary of State which gives personal data the same protection it has within the UK. When we rely on this measure, we will ensure that the third party can comply with the provisions of such contracts, and we have confirmed that the country to which the personal data is transferred provides enforceable data subject rights and effective legal remedies for data subjects are available there; or
- c) a specific exception applies under applicable data protection law.

Please contact [dpo@rainbows.com](mailto:dpo@rainbows.com) if you would like further information about the specific mechanism used by us when transferring your personal data overseas.

### Your Data Subject Rights

Under data protection laws you have the following rights:

- a) **Request access** to your personal data. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.



- b) **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate personal data we hold about you corrected.
- c) **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue processing it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see point d below).
- d) **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- e) **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request that your personal data is sent to another controller** (the right of portability). In certain circumstances, you have the right to get your personal data from us in a way that is accessible and machine-readable, and you also have the right to ask us to transfer your personal data to another organisation. This does not apply to all of your personal data, only personal data that you have provided to us, and which is held electronically. We only have to comply with this right if it is technically feasible to provide this personal data in a commonly used format, for example, a CVS file.

If you wish to exercise any of your data subject rights, please contact [dpo@rainbows.com](mailto:dpo@rainbows.com).

In most cases we will deal with your request as soon as possible and at the latest within one calendar month of the date the request was received.

If we need to extend the time period for responding to your request, we will let you know within the one-month period.

We do not charge a fee for any such requests, unless there are exceptional circumstances.

### **How to complain**

We hope that we can resolve any query or concern you raise about our use of your personal data. If not, you can contact the UK Information Commissioner's Office at [ico.org.uk](https://ico.org.uk) or via telephone on 0303 123 1113 for further information about your rights and to make a formal complaint.