



Diocese of Westminster

HUMAN RESOURCES DEPARTMENT

Recruitment Privacy Statement

The Diocese of Westminster is the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about the process or how we handle your information please contact our HR team at humanresources@rcdow.org.uk or Human Resources department, Vaughan House, 46 Francis Street, London, SW1P 1QN.

What will we do with the information you provide to us?

All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties during the recruitment process. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format and will be in line with GDPR rules.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous employment, education, referees and for answers to questions relevant to the role you have applied for. Our HR staff involved in the recruitment process will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Please reply to: Human Resources, Vaughan House, 46 Francis Street, London, SW1P 1QN
Tel: 020 7798 9167 **E-mail:** annhayward@rcdow.org.uk
Registered Charity No. 233699 – Website: www.rcdow.org.uk

Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your name or contact details at the shortlisting stage or with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in an assessment day; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by the Diocese of Westminster.

If you are unsuccessful following assessment for the position you have applied for, we would normally retain your details for a period of six months and then delete them unless you specifically advise us otherwise. If you would like us to delete the personal data we hold on you please contact our HR team at Humanresources@rcdow.org.uk

Pre-employment checks

We will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions if relevant to your role.
- We will contact your referees, using the details you provide in your application, directly to obtain references

Final Offer

If we make a final offer of employment, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

Declaration

The personal data you provide in your application as part of the recruitment process will only be held and processed for the purpose of the selection processes of the Diocese of Westminster and in connection with any subsequent employment or placement, unless otherwise indicated.

By submitting your personal data and application as part of the recruitment process, you:

- Declare that you have read, understood and accepted the statement set out in this clause;
- Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- Are giving consent to the processing of the information contained in the application and any other personal data you may provide separately in the manner and extent provided; and
- Are authorizing the Diocese of Westminster to verify or have verified on their behalf statements contained in this application and to make any necessary reference or pre-employment checks.

You can read our full privacy policy at rcdow.org.uk/diocese/privacy-policy