

Job Application Privacy Notice

Scottish Huntington's Association (SHA) is the Controller of the personal data that you provide.

What we hold

We hold data (including sensitive data) you may provide as part of the application process; This may include: contact details; educational qualifications and experience; employment history; referee contact details; date of birth; other characteristics relevant to our equalities obligations (sex; race; religion & belief; sexual orientation; marital/partnership status; disability; gender re-assignment); your right to work in the UK; unspent criminal convictions; carer commitments.

Why we need it

We need to know your personal data for the administration of the recruitment process. The lawful basis for processing your personal data is that you consent to the processing of your personal data for the purposes of the recruitment process, as well as it being necessary to fulfil our legitimate business interests and our legal obligations (e.g. ensuring your entitlement to work in UK; our obligations under equalities legislation).

What we do with it

All personal data is processed in the UK by us or our contracted data processors and only in connection with the services they provide to us in relation to recruitment and for business necessity. No third parties have access to your personal data unless the law allows or requires them to do so and your data is not transmitted outside of the United Kingdom.

We and any data processor have data protection regimes in place to oversee the effective and secure processing of your personal data.

How long we keep it

Where your application does not directly lead to employment with us, we will retain your personal data for six months after the date in which it was submitted to us.

What are your rights?

If at any point you believe the information we process about you is incorrect, you can request to see this information. You may have a right to have it corrected, deleted and to object to or restrict the processing of the information. You may also have a right to receive the information in a structured, commonly used and machine readable format and transfer or have this information transferred to another data controller. If you have any questions about the way in which your data is processed or about how to exercise your rights, contact data@hdscotland.org or

Senior Leadership Team
Scottish Huntington's Association
C/o Business First
Burnbrae Road
Paisley
PA1 2FB

Your right to complain to the Scottish Information Commissioner if there is a problem

The Scottish Information Commissioner is the independent public official responsible for promoting and enforcing Scotland's freedom of information (FOI) law. If you believe your data may have been mishandled, you can:

Email:

enquiries@foi.scot

Post:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone:

01334 464610