

Purpose and legal basis for processing

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee, Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

What will we do with the information you give us?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us should you be successful in our process, or to fulfil legal or regulatory requirements if necessary, in the pre-employment checks.

We will not share any of the information you provide with any third parties for marketing purposes.

We'll use the contact details you give us to contact you to progress your application. We'll use the other information you provide to assess your suitability for the role.

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 keep it longer than 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 may affect your application if you don't.

Conditional offer

If we make a conditional offer of employment, we'll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress through our onboarding compliance. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

How long is the information kept for?

For information about how long we hold personal data, this can be requested via request to recruitment@seashelltrust.org.uk.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers and members of our recruitment team. We take account of all the information gathered during the application process.

You can ask about decisions on your application by speaking to your contact in our recruitment team or by emailing recruitment@seashelltrust.org.uk.

Do we use any data processors?

Here are the reference points to our processors

We use **Blue Octopus** to operate our online application system and to produce anonymised management information about campaigns. Here is a link to [Blue Octopus's privacy notice](#).

If you accept a final offer from us, some of your personnel records will be held on **Civica HR**, which is an internally used HR records system. Please click [here](#) for their privacy policy.

If you are employed by us, relevant details about you will be provided to **Beever and Struthers** who provide our payroll services. This will include your name, bank details, address, date of birth, National Insurance Number and salary. Please click [here](#) for their privacy policy.

Likewise, your details will be provided to **Teachers pensions and Legal and General** who are the administrators of the Pension schemes on offer at Seashell Trust. You will be auto-enrolled into the pension scheme and the details provided will be your name, date of birth, National Insurance number and salary.

We use **OHBM** to provide our Occupational Health service.

We'll send you a link to the questionnaire that will take you to their website. The information you provide will be held by OHBM. You are able to request to see the report before it is sent to us. If you decline for us to see it, this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by OHBM. Click [here](#) for a link to OHBM's privacy notice.

Thomas International provide online testing for us. If we ask you to complete one of its tests, we'll send you a link to the test. Your answers will be provided to and held by Thomas International. Please click [here to view the Thomas International privacy policy](#).

We use **Signable** to send electronic documents to candidates and employees for signature, these documents are sent securely. Here is the link to their [privacy notice](#).

From time to time we may also use Indeed and the DWP Find a job website to source candidates, here is a link to their privacy notices: [Indeed: Find a job. Gov](#)

Seashell Trust [Privacy Promise](#) advises you in detail about the responsibilities at the Trust how to exercise any of your privacy rights.

The information we process	How we process the information	Why we process the information	How we use and may share the information
<p>Name, contact details, address, qualifications, professional memberships, languages, previous experience, education, referees details of post applied for. Any additional details you provide in a CV if attached Equal opportunities information – not mandatory</p>	<p>Blue Octopus a 3rd party processor collects the information in an online application form.</p>	<p>Applications</p>	<p>The recruitment team will have access to this information, along with the hiring managers. With the exception of the Equal opportunities information this will only be accessible by the HR Team team.</p>
<p>Name, contact details, address, qualifications, professional memberships, languages, previous experience, education, referees details of post applied for. Any additional details you provide in a CV if attached</p>	<p>This will be signposted to the hiring manager through the Blue Octopus system for review.</p>	<p>Shortlisting of candidates</p>	<p>The hiring manager may use the contact details to contact the candidate directly</p>
<p>Name , email address and gender– for assessment tests, occupational personality questionnaires, interview notes – name and position applied for</p>	<p>This will be processed by the recruiting manager and recruitment team to assess the applicants, to define a successful candidate.</p>	<p>Assessments</p>	<p>This will be used by the recruiting manager and the recruitment team. Personality Questionnaires are ‘read’ and interpreted by qualified managers in this field.</p>

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	Occupational questionnaires are completed in Thomas International		
<p>Pre-employment checks – proof of identity, proof of qualifications, Proof of right to work in the UK, references, criminal records declaration, email address, gaps in employment – career history. Teachers/clinical professionals – proof of membership to regulated bodies. Occupational Health assessment - Additional staff collection details – application for DBS, bank details – for salary payments, National insurance number – for salary payments, emergency contact details, Expression of wish – death in service benefit, pension registration details.</p>	<p>The recruitment team will complete the relevant pre-employment checks relevant to the role being applied for. For Proof of. Activities we will request to see original documents and then retain copies. (We’ll contact your referees, to obtain references, if you work in our care service we may also attempt to get a reference for anywhere you have previously worked with children or vulnerable adults.</p> <p>The recruitment team will send you a link to complete the Occupational health assessment, who will issue a fit to work certificate, or not, or a conditional fit to work certificate to Seashell Trust. (This is submitted to our Occupational Health service (OHBM)).</p> <p>Upon completion of the pre-employment checks</p>	Conditional Offers	The HR team will receive the staff record information from the recruitment team and share the relevant details to Seashell departments – Learning and Development, IT, Payroll, your department of work

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	the recruitment team will create the staff/record. This will be in a 3 rd party HR Database (Civica)		
		Post offer	
Unsuccessful applicants	If you are unsuccessful after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes, we would proactively contact you should any further suitable vacancies arise.	Unsuccessful applicants – wishing to remain in the talent pool	This is processed by the Recruitment team only.