



## **Privacy Policy for Recruiting**

### **The Organisation**

Keynsham Foodbank is a registered charity whose registration number is 1159856.

Our registered address is C/O Keynsham Town Council, 15-17 Temple Street, Keynsham, BS31 1HF

Contact emails:

[chairoftrustees@keynsham.foodbank.org.uk](mailto:chairoftrustees@keynsham.foodbank.org.uk)

[treasurer@keynsham.foodbank.org.uk](mailto:treasurer@keynsham.foodbank.org.uk)

Data Protection Officer: Neil Hawkins – [chairoftrustees@keynsham.foodbank.org.uk](mailto:chairoftrustees@keynsham.foodbank.org.uk)

### **Data Collection and Retention Statement**

We will collect the data requested on the application form and any subsequent data provided by candidates or researched for the sole purpose of recruitment for the position advertised. The legal basis for processing this data is Legitimate Interest for the purposes of recruiting for the position advertised.

### **Data Sharing**

Candidate data will be shared only with those charity officials responsible for the recruitment and will not be shared with any external organisation unless candidate permission is specifically obtained.

### **Sourcing of Candidate Data**

Candidates will be sourced by advertising or research of publicly available social media. Candidates may also be sourced from recruitment consultants.

### **Data Processing**

Candidates applications will be acknowledged within a maximum period of 1 month and data of unsuccessful candidates will be destroyed within a maximum period of twelve months after the date of application.

Candidate data will be stored electronically on a central database with password protected access for only those charity officials involved in the recruitment process.

### **Candidates Rights**



Candidates may request access to their personal data retained by the charity and have the right to correct any errors. Candidates have the right to restrict the processing of their data and the right to be forgotten. Requests should be addressed to the Data Protection Officer as listed in the Organisation Details above.

### **Charity Privacy Policy**

The charity privacy policies can be found on the charity's website here <https://keynsham.foodbank.org.uk/privacy-policies/>