

# Privacy Statement: Application for Employment

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## About Fife Housing Group

Fife Housing Group is a trading name of Fife Housing Association Ltd and PACT Enterprises Ltd. Colleagues are employed under Fife Housing Association Ltd.

Fife Housing Association Ltd is Scottish Charity (SC025647).

Our registered office is at 7 Pitreavie Court, Pitreavie Business Park, Dunfermline, KY11 8UU.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 (GDPR) applicable from 25 May 2018.

We are registered with the Office of the Information Commissioner as a Data Controller. Our registration number is Z4669248.

Any queries relating to this Privacy Statement or our privacy practices should be raised with our Data Controller, Derek Banks, who can be contacted in person at the Group's office, by telephone on 01383 606162 or via email [Derek.Banks@fifehg.org.uk](mailto:Derek.Banks@fifehg.org.uk)

A copy of our full Privacy Policy can be viewed on our website at [www.fifehg.org.uk](http://www.fifehg.org.uk)

## Purpose of Statement

The purpose of this statement is to make you aware of how the Group will handle your personal information in relation to your application form.

The Statement explains:

- What personal information we need to collect from you
- Why we need to collect it
- How this information is processed and stored
- What personal information about you may be requested from third parties
- How long we keep your personal data
- How and when we dispose of your personal information
- Your data protection rights

## Information We Collect

### Application Form

On your application form you will be asked to provide us with a range of personal details. We are unable to process your application without this information.

## Page 1

- Your name, address and contact number
- Your driving licence details
- Your availability

This information is required to identify you and enable us to contact you in relation to your application. All completed application forms will be allocated a number for reference purposes. The personal details section is removed before shortlisting so that the panel cannot identify the applicant.

## Pages 2 and 3

- Contact details of people we may contact for a professional reference on your behalf
- Where you saw the advert and if successful in post, how soon would you be able to start
- Details of your qualifications
- Information about your current employment
- Information about your employment history

This information is used to allow the interviewing panel to select a shortlist for candidates for interview. We only seek references after the interview stage if you are being considered for the position. Only panel members have access to this.

## Page 4

- Information about your relevant knowledge, skills and experience and any other information about you that would support your application

This information is used by panel members to compare all applicants on a like for like basis. It is used for shortlisting and during interview. Only panel members can access this information.

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- Potential Conflicts of Interest

This information is used by panel members to identify any potential conflicts of interest you may have with Fife Housing Group. Only panel members and Human Resources can access this information.

## **Equalities Monitoring Form**

The application pack contains an equalities monitoring form. This form asks for information about your age, gender, ethnic origin, disability status and other characteristics protected by equalities legislation.

The form does not identify you and is used only for monitoring and statistical

purposes to help us ensure our recruitment processes comply with good practice standards.

You do not have to complete this form if you prefer not to.

### **Retention of Personal Information**

If you are not selected for interview, we will dispose of your personal information 12 months following the interview date.

If you are selected for interview but not offered the position, we will keep your details for 12 months following the appointment.

Any information held electronically will be permanently deleted from our system.

We use a commercial confidential shredding company to dispose of paper documents.

If you are offered and accept the position your application and interview details will be transferred to our HR files and held securely on our system. Further information on our storage and use of employee personal data will be provided with your offer of employment.

### **Data Security**

Personal information held electronically within the organisation's system is password protected with access restricted to authorised staff.

Our Cloud storage facilities operate only within the EU.

Paper documents containing personal information are stored securely within the office premises. Access is restricted to authorised staff.

### **Your Rights**

You can ask us at any time

- For a copy of any personal information we hold about you
- To correct any inaccuracies in the information we hold about you
- To delete the personal data we hold about you

If you wish to exercise any of these rights please contact our Data Controller, details are on page 1 of this statement.

You also have the right to complain to the Information Commissioner's Office about our use of your information. Contact details are:

The Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh EH3 7HL

Telephone: 0131 244 9001  
[Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**Please note:**

**Your application form requires you to sign a declaration that you have read and understood the contents of this Privacy Statement.**