CONSTRUCTION YOUTH TRUST

# Privacy Notice
# Job Applicants

Reviewed and adopted by the Board of Trustees: 24th September 2025
Next Review Date: Q3 2026

# Published Construction Youth Trust General Privacy Notice

## 1. We are committed to protecting your personal information

Construction Youth Trust is committed to respecting and keeping safe any personal information you share with us or that we get from other agencies/organisations.

## 2. Making a complaint

If you have any feedback or would like to make a complaint about how we handle your personal information, please contact us so we can investigate and address your concerns. For how to make a complaint, please ask to see a copy of our Complaints Policy.

You also have the right to complain about how we collect and use your personal information to the UK data protection regulator, The Information Commissioner's Office (ICO).

## 3. Why we use your personal information

We will only collect and use your personal information where we have a legal basis to do so and will always respect your rights.

Where we use your information, it may be because you have consented to us doing so or because we consider we have a legitimate interest to do so. Other reasons may include using information because we have a legal obligation to do so or because we have to fulfil contractual obligations.

Examples of why we use your personal information include:

- You have directly contacted us to apply for a vacancy
- You have applied for a vacancy using a third-party website

## 4. What personal information we collect

The personal information we collect about you will depend on how and why you are engaging with us. It could include (but is not limited to):

- Your name, address, telephone number, e-mail address, education & employment history, your contact preferences, right to work information, contact information for your references and anything you may choose to disclose that could impact your DBS check.
- We may also collect information about your activity online when you visit our website and when we send you an email

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us using the below email address

(f) We have a legitimate interest

If you shared with us any sensitive information, the information you have provided will be kept by Construction Youth Trust and will be treated with the strictest of confidence. It will not be shared with a third party without your consent unless we have a statutory obligation to do so, or there are concerns for your safety which Construction Youth Trust has a duty to report to the relevant authority in order for appropriate action to be taken.

If you give us personal information about another person, we expect you to be responsible for ensuring that they know we are using their personal information in accordance with this privacy policy and we will make every effort to obtain the necessary conditions for processing that data, for example if it is in our legitimate interest.

## 5. How we use your personal information

We use your personal information for the following purposes:

- We will use all the information you provide during the recruitment process to progress your application with a view to potentially offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary
- We will not share any of the information you provide with any third parties for marketing purposes
- We will use the contact details you give us to contact you to progress your application. We may also contact you to request your feedback about our recruitment process. We will use the other information you provide to assess your suitability for the role

## 6. How long we keep your personal information

If you would like to know how long we will hold any specific information, then please refer to our Records Retention policy or contact our data protection officer at dpo@constructionyouth.org.uk and they will provide you with further details.

## 7. How we protect your personal Information

We maintain the highest standards of data privacy and security to protect your personal details and other information about you because we want you to feel completely confident about engaging with us. We regularly review our processes and procedures to protect your information from unauthorised access and use, accidental loss and/or destruction.

Sometimes we use other organisations (known as 'data processors') to process your personal information on our behalf. We don't allow them to use this information for their own purposes and they have to follow our strict instructions whilst complying with appropriate security measures. We constantly assess their security measures when we bring them on board and we continue to monitor their compliance throughout the time we use their services.

## 8. Your Rights

You have the following rights in relation to your personal data under GDPR:

- The right to access your personal data
- The right to rectify any inaccurate or incomplete personal data
- The right to erasure of your personal data (also known as the "right to be forgotten")
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data
- The right to withdraw your consent (if processing is based on your consent)

If you wish to exercise any of these rights, please contact us using the details provided below.

Article 22 of the UK GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. The Trust does not carry out any automated decision-making and/or profiling on the workforce.

## 9. Changes to our privacy policy

We may update this policy to reflect changes in how we use your information. Any changes to our privacy policy will be posted on our website for you to review. Where appropriate, we will provide you with notice of any significant changes to how we use your information.

## 10. Contacting us

If you have any questions about this privacy policy and how we use your personal information, please get in touch by emailing dpo@constructionyouth.org.uk, calling our team on 020 7467 9540 or writing to us at:

London Scottish House
95 Horseferry Road
London
SW1P 2DX