**dbs aPPLICANT Privacy Notice**

**BACKGROUND:**

**Community First Yorkshire** understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of service users and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Community First Yorkshire

Registered charity no 515538 Company no 1839458

Registered address: Unit A, Tower House, Askham Fields Lane, Askham Bryan, York YO23 3FS

VAT number: 500834776

Data Protection Officer: Gillian McIntosh

Email address: Gillian.mcintosh@communityfirstyorkshire.org.uk

Telephone number: 01904 704177

1. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

1. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

1. What Are My Rights?

Under the GDPR, you have the following rights, which wewill always work to uphold:

* + - 1. The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
      2. The right to access the personal data we hold about you. Part 10 will tell you how to do this.
      3. The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact ususing the details in Part 11 to find out more.
      4. The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
      5. The right to restrict (i.e. prevent) the processing of your personal data.
      6. The right to object to ususing your personal data for a particular purpose or purposes.
      7. The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
      8. Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office.

1. What Personal Data Do You Collect?

Wemay collect some or all of the following personal data (this may vary according to your relationship with us):

* Name
* Date of birth
* Gender
* Current address and address history for last 5 years
* Previous names used
* Email address
* Telephone number
* Place of birth – town and country
* National Insurance Number
* Passport number
* Driving licence number
* Job title

Your personal data is obtained from the following third party:

* Your employer or the organisation you are volunteering for.

1. How Do You Use My Personal Data?

Under the GDPR, wemust always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used forthe following purposes:

* Processing requests for criminal record checks (DBS checks) including Adult First checks if requested.

1. How Long Will You Keep My Personal Data?

Wewill not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

* We will only hold your personal data until the DBS certificate has been issued by the DBS. After this time only your name, job title and the date your certificate was issued will be retained for 7 years.

1. How and Where Do You Store or Transfer My Personal Data?

Wewill only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

* Hard copies of DBS application forms are stored in locked filing cabinets. Copies are destroyed once your certificate has been issued by the DBS.
* Personal data is stored securely using modern software that is kept up to date with back up and disaster recovery solutions in place

Access to personal data is limited to personnel who need access and employees are responsible for protecting their passwords and maintaining confidentiality and security of data they are processing as part of their role.

1. Do You Share My Personal Data?

We will forward you DBS application form containing your personal data to The Disclosure & Barring Service we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights and the third party’s obligations under the law. Please refer to the DBS’s Privacy policies

1. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

Wewill respond to your subject access request within 1 month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of two months from the date we receive your request.

1. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Gillian McIntosh):

Email address: Gillian.mcintosh@communityfirstyorkshire.org.uk

Telephone number: 01904 704177

Postal Address: Unit A, Tower House, Askham Fields Lane, Askham Bryan, York YO23 3FS

1. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website: www.communityfirstyorkshire.org.uk